

**Blackwater, Triple Canopy and DynCorp -- contract with
the U.S. State Department**

**Worldwide Personal Protective Services (WPPS)
contract**

Specification Section

This document was provided to United Press International in response to a FOIA request. In its response the State Department provided many pages of documentation which were completely redacted under various provisions of the law. In the interest of conserving server space, UPI has removed all those blank pages from this copy of the document.

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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 FILE STATEMENT OF WORK.DOC

Statement of Work

U. S. Department of State

Worldwide Personal Protective Services

The following format has been used for this statement of work:

- 1.0 Introduction/Background
- 2.0 Scope
- 3.0 Applicable Documents
- 4.0 Service Areas/Performance Requirements/Necessary Conditions
- 5.0 Notes/Guidance
- 6.0 Glossary
- 7.0 Appendices

C.1 INTRODUCTION

C.1.1 DEPARTMENT OF STATE, BUREAU OF DIPLOMATIC SECURITY (DS)

Under the Diplomatic and Antiterrorism Act of 1986, the Bureau of Diplomatic Security (DS) of the Department of State has a broad range of responsibilities that include protection of personnel and facilities both domestic and abroad. The Worldwide Personal Protective Services (WPPS) initiative is an effort by the Department of State to pre-plan, organize, set up, deploy and operate Contractor protective service details for the protection of U.S. and/or certain foreign government high-level officials whenever the need arises. In certain circumstances, and when directed, Contractors may be required to recruit, evaluate, and train, local foreign country foreign nationals in established personal protective security procedures, conduct protective security operations overseas with them, and provide trained protective security personnel for short or long-term special domestic security situations.

C.1.2 BACKGROUND

Over the past ten years, the Bureau of Diplomatic Security has become increasingly involved in providing protective services for high-level U.S. officials and certain designated foreign leaders in several areas of the world. As a result of conflicts, wars, political unrest, and more recently, terrorist activity, these areas have become extremely dangerous places in which to live and work. The return of a democratic government to Haiti in October 1994, the continual turmoil in the Middle East, and the post-war stabilization efforts by the United States Government in Bosnia, Afghanistan, and Iraq are all types of world events that require priority deployment of Contractor protective services teams on a long-term basis. The Bureau of Diplomatic Security is unable to provide protective services on a long-term basis from its pool of Special Agents, thus outside contractual support is required for emergency protective requirements stated on extremely short notice.

C.1.3 BUREAU OF DIPLOMATIC SECURITY GOALS

The following are the specific goals of the Bureau of Diplomatic Security:

- Prevent loss of life, injury to personnel, and damage/destruction of facilities or equipment, worldwide as specified by individual Task Orders issued under this contract.
- Ensure security and safety of personnel and facilities in static (fixed) locations and/or in mobile (in transit) operations.
- Expedite the movement of personnel in the accomplishment of their missions.
- Secure the environment to enable personnel to conduct their business and complete their missions.
- Protect personnel and the organizations they represent from harm or embarrassment.

4 GOALS OF THIS ACQUISITION

Reviewed past personal protective service contracts. These reviews have highlighted specific areas in need of improvement. Desired improvements are expressed in the following goals for this acquisition:

UNITED STATES DEPARTMENT OF STATE
W AUTHORITY: MURRAY D ZINOMAN

CASE ID: 11/30/2007 200801655

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High quality Contractor security and suitability screening of personnel.
 High Contractor retention of trained protective services (PRS) personnel, including instructors and PRS detail members.
 High quality Contractor leadership of PRS details.
 High quality personal protective services details.
 High quality instant, situational decision-making, e.g., response to threats.
 High quality capabilities of Contractor lead instructors (instructors training instructors) and instructors.
 High quality Contractor training facilities and training of PRS personnel.
 High quality Contractor planning of PRS details, including establishing and adhering to schedules for all major milestones for screening, training, and deploying personnel.
 High quality Contractor planning for logistics in support of PRS details.
 High quality Contractor planning for accommodations for PRS personnel, including housing, recreation, feeding, etc.

C.1.5 ORGANIZATION AND MANAGEMENT OF DS PERSONAL PROTECTIVE SERVICE DETAILS

The following is a general description of the organization and management approach to be applied by DS to the management of the services required under this contract. The Government reserves the right to change this organization and management approach at any time during the period of performance of this contract, at no cost to the Government.

C.1.5.1 HIGH-THREAT PROTECTION DIVISION

The management of the personal protective services detail program within the DS organization is the responsibility of the Chief, High Threat Protection Division (HTPD). The Government desires to establish a close link with the Contractor's senior management to ensure the necessary coordination, cooperation, and rapid problem solving required in this area of great national significance, and to ensure that this is accomplished in accordance with the DS mission.

C.1.5.2 TASK ORDERS

As required, the Contracting Officer (CO) will issue Task Order Requests to the holders of this WPPS contract. The Contractor(s) shall develop proposals in response to the Task Order Requests. The Government will evaluate the proposal(s), negotiate as necessary, and notify the winning Contractor(s) of award of the Task Order. Currently, DS plans on using Optional Form 347 for Task Orders under this contract. The Government reserves the right to switch to a different form at any time during this contract.

C.1.5.3 MANAGEMENT OF PERSONAL PROTECTIVE SERVICE DETAILS

Upon award of a Task Order, DS will assign a U.S. Government Agent in Charge (AIC) at the site where the PRS Detail is to perform. The AIC will have on-site authority over the Contractor's PRS detail. The Contractor's PRS detail, under the leadership of the Project Manager, and Detail Leader, shall perform the PRS detail in accordance with the Standard Operating Procedures (SOPs) identified in the Task Order and the direction of the AIC.

C.1.5.4 EVALUATION PERFORMANCE PERIOD, ASSESSMENT OF CONTRACTOR PERFORMANCE

The evaluation performance periods in the contract shall be six months. At the end of each six-month period, the performance of the Contractor will be assessed in accordance with the procedures described in Section H. This assessment will be the primary factor in determining the amount of the fee earned by the Contractor. The Contractor's performance shall be an assessment of all of the Contractor's performance in each of the Service Areas, using the cumulative assessment of the performance against the requirements under all Task Orders.

C.2 SCOPE

C.2.1 TYPES OF TASKS

The Contractor shall provide the following types of services under this contract, and as further specified in each Task Order issued under this contract:

- Recruiting, screening, and selecting applicants for PRS detail, and PRS support positions (See Section 4.3.1 of this statement of work).
- Training of personal protective service and PRS support personnel (See Section 4.3.2 of this statement of work).
- Recruit, train, and deploy local nationals/third country nationals for static details and/or PRS (See Section 4.3.2 of this statement of work).
- Plan, manage, and perform personal and facilities protective services details (See Section 4.2 of this statement of work).
- Mobile (in-transit) details, including walking, ground transportation, waterborne transportation, and airborne transportation.
- Static details.
- Provide intelligence data for PRS operations (See Section 4.3.4 of this statement of work).
- Provide translator/interpreter services (See Section 4.3.5 of this statement of work).

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- Provide medical services (See Section 4.3.6 of this statement of work).
- Provide guard services (See Section 4.3.7 of this statement of work).
- Support special domestic security assignments (See Section 4.4 of this statement of work).
- Plan, manage and provide logistics support for protective service details, including vehicle rental as authorized by the Contracting Officer (CO) or Contracting Officer's Representative (COR) (See Section 4.3.8 of this statement of work).
- Plan and support contract transition efforts (See Section 4.5 of this statement of work).

C.2.2 RESOURCES

C.2.2.1 CONTRACTOR FURNISHED RESOURCES

The Contractor shall provide all qualified personnel, facilities, equipment, material and supplies necessary to accomplish the work under this contract and as further defined in each Task Order, except for that specifically identified in this contract as Government furnished.

C.2.2.2 GOVERNMENT FURNISHED RESOURCES

The resources to be supplied by the Government for use by the Contractor for accomplishment of work under this contract are identified in Appendix (A) to this statement of work. The contract terms and conditions pertaining to resources furnished by the Government are in Sections (H) and (I) of this contract.

Notes: The Contractor shall not modify Government furnished resources in any way without prior approval of the CO or COR.

Non-Expendable equipment, supplies or materials purchased by the Contractor for use under this contract, shall be considered to be Government furnished resources, and shall be entered into the inventory control system set up by the Contractor for Government furnished resources. The "end of contract" requirements that apply to Government furnished resources, particularly the requirement for "Disposition Instructions" applies to this equipment/material. It is desirable that the Contractor's system support/interface with the Dept. of State Property Control System.

The Contractor shall ensure when PRS personnel leave the detail, that they turn in their weapons and special protective equipment (SPE), or transfer their weapons and SPE to their replacement. Such transfers shall be documented with an official transfer of accountability, signed by both parties, for each weapon or item of SPE transferred.

C.2.3 LOCATIONS OF PERFORMANCE

The Contractor shall provide the services required under this contract in any of the locations identified by the Government in the Task Orders issued under this contract. It is the intent of this contract to provide for protective services, if required, anywhere in the world there is a U.S. Department of State presence. In addition to an occasional need for domestic support requirements in the United States, worldwide regions of probable protective services include, but are not limited to the following:

- Africa
- Southwest/Southeast Asia and Southeast Island Nations of Asia
- South Asia
- North and South America and the Caribbean
- Eastern and Western Europe
- Near East

C.2.4 NUMBERS OF PROTECTIVE SERVICE DETAILS

As required, the Contractor shall provide and maintain more than one protective detail in a particular area, and if required simultaneously operate and maintain teams in different parts of the world.

C.3 APPLICABLE DOCUMENTS

- Diplomatic and Antiterrorism Act of 1986
- Optional Form 347 (For Task Orders)
- Guard General Orders (Provided with Task Orders-See example in Appendix K)
- PRS Security Detail Standard Operating Procedures (Provided with Task Orders)
- Firearms Qualification Record Forms (See Appendix H)
- National Industrial Security Program Operating Manual (DOD 5220.22-M)
- Security Forms (Various) (See Appendix E, Section E.2.1)
- Fair Credit Reporting Act
- 27 CFR Part 55, Federal Explosives Law and Regulations

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C.4 SERVICE AREAS/PERFORMANCE REQUIREMENTS/NECESSARY CONDITIONS

a. **Service Areas.** The work required under this statement of work is identified in separate Service Areas. For clarity, some of the Service Areas are further sub-divided into Sub-Service Areas. Performance requirements and necessary conditions are identified for each Service Area or Sub-Service Areas.

b. **Performance Requirement.** Performance Requirements in this contract are expressed in the following manner.

There are two levels of performance requirements. The first level of performance requirements is the requirements identified for the Service Areas in the statement of work in the basic contract. These establish the framework for the issuance of Task Orders for specific services and for the roll-up of the evaluation of Contractor performance at the end of each performance period. The second level of performance requirements is the requirements identified in each Task Order.

Each performance requirement will contain the following three elements. In each case, when taken together, these elements constitute a performance requirement:

Performance Objective. A statement of the outcome or results expected in a specific service area. (These objectives will be identified in the basic contract for each service or sub-service area).

Performance Measures. The critical characteristics or aspects of achieving the objective that will be monitored by the Government, those things that the Government will be gathering data about. Each objective may have one or more measures.

Performance Standards. The targeted level or range of levels of performance for each performance measure. In those instances where performance requirements in the contract apply to all Service Areas they are identified as General Performance Requirements. In all other cases, performance requirements apply only to the Service Area in which it is identified.

c. **Definition of Necessary Conditions.** Each Service Area has one or more measurable performance requirements that address the primary results or outcomes desired for that area. Accompanying these performance requirements are supporting requirements, called Necessary Conditions, which must be met or complied with in order to achieve the results required by the performance requirement. Necessary Conditions often address the business rules within the contractual relationship, form, fit, function and interface requirements, mandated work processes, data formats, work hours, etc. None of the latter appears in the current statement of work. Necessary conditions may also be identified in Task Orders.

d. **Definition of General Necessary Conditions.** In those instances where necessary conditions apply to all Service Areas, they are identified as General Necessary Conditions. In all other cases, a necessary condition applies only to the area in which it is identified

C.4.1 GENERAL NECESSARY CONDITIONS (GNC)

C.4.1.1 DS STANDARDS

GNC No. 4.1.1: The Contractor shall ensure that all work performed under this contract is accomplished in accordance with the applicable standards/standard operating procedures, general orders and specific orders issued by DS unless otherwise directed by the CO, COR or the AIC. Any changes in standards/standard operating procedures or General Orders for any particular PRS or guard detail will be identified in the applicable Task Order.

C.4.1.2 AGENT IN CHARGE

GNC No. 4.1.2: The Contractor, including all Contractor personnel accomplishing work under this contract, shall accomplish all work under this contract in compliance with the direction provided by the Department of State CO, COR, or Agent in Charge (AIC).

C.4.1.3 INDEPENDENT ACTION AND COMBINED ACTION

GNC No. 4.1.3: At the direction of the CO, COR, or Agent in Charge, the Contractor shall either accomplish the work under this contract in an independent manner (all Contractor furnished resources) or in concert with Government furnished resources (combined Government and Contractor personnel).

C.4.1.4 CONTRACTOR'S POINT OF CONTACT

GNC No. 4.1.4: World events and the worldwide nature of the services under this contract, require that the DS office (e.g., WPPS Program Manager, HTP, CO, COR, and AIC) be able to communicate on a reliable, and prompt (sometimes in a matter of minutes) basis with a Contractor management point of contact. This point of contact shall be authorized to represent the Contractor on all matters pertaining to the contract.

C.4.1.5 SECURITY

GNC No. 4.1.5: The Contractor shall:

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Obtain and maintain a TOP SECRET facility clearance for the duration of this contract. If necessitated by contract or Task Order requirements, ensure that Sub-Contractors and suppliers maintain the appropriate facility clearances. Ensure that all Contractor-provided PRS personnel and PRS support personnel maintain the required security clearances. Security clearance requirements for all PRS personnel and PRS support personnel are identified in Appendix J. (Note: The security clearance requirements in Appendix J may be modified at the Post-Award Conference or by individual Task Orders).
Comply with the requirements and procedures for processing security clearance requests as identified in Appendix E. Provide information required by Attachment 3 to Appendix E for foreign relatives, friends, and associates of those personnel for which the Contractor is applying for security clearance for work under this contract.

Note: World circumstances may require the Contractor's personnel (American, host country, or third country), to obtain higher-level security clearance than required when they entered into service under this contract. In such cases, the Contractor shall ensure that the required clearance information is promptly collected and submitted to DS as described in Appendix F. If the necessary information cannot be obtained for an individual occupying a position requiring an upgraded/updated clearance, the individual shall be removed from that position, reassigned, or returned to the U.S. or country of origin.

C.4.1.6 OFFICIAL/DIPLOMATIC PASSPORTS

Contractor PRS personnel and PRS support personnel, who are American citizens, will be issued an appropriate, official or diplomatic passport, if required, for the performance of their work under this contract.

GNC No. 4.1.6: The Contractor shall collect any official or diplomatic passports from Contractor personnel, prior to their leaving the PRS post, and surrender them to the DS point of contact identified in the Task Order.

C.4.1.7 TRAVEL ARRANGEMENTS

GNC 4.1.7: The Contractor shall:

Make all necessary travel arrangements for travel required of Contractor furnished PRS and PRS support personnel, including guard force, to and from post
Submit all required documentation for these personnel at least fifteen (15) working days prior to planned departure date to the COR and AIC.

C.4.1.8 LAWS

GNC No. 4.1.8: The Contractor, including all Contractor-provided personnel, shall comply with all of the laws of the United States and the host countries in which they are required to provide services under this contract.

C.4.1.9 COOPERATION

The Department of State intends on:

Awarding more than one PRS contract.
Conducting some combined PRS efforts using resources from more than one Contractor. This may require the Contractor to work in conjunction with other qualified Contractors working under separate WPPS contracts and/or Task Orders. The Government reserves the right to require this cooperation.

GNC No. 4.1.9: The Contractor shall:

Provide Contractor PRS resources in support of DS combined PRS operations as required in the Task Order
Ensure that Contractor provided personnel resources cooperate with DS and resources provided by other Contractors

C.4.1.10 ADVANCE PARTIES

Depending on the conditions at the locations where PRS details may be required to perform, it may be necessary for the Contractor to send an advance party to survey conditions to determine logistics requirements and/or intelligence unit special requirements.

C.4.2 SERVICE AREA - PROTECTIVE SERVICE DETAILS

C.4.2.1 SUB-SERVICE AREA - PROTECTIVE SERVICE DETAILS - STRUCTURE AND OPERATION

Detail size and complement will be directed in the Task Orders, and will be based upon a Security Assessment of the area in which protection is to be provided (see Note 1 in Section 5.0 of this statement of work).

Detail complement and configuration may be adjusted at any time at the discretion of the appropriate DS Agent in Charge (AIC).

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Details may include, but are not limited to, Counter Assault Teams, EOD dog teams, and/or Long Range Marksman Teams (see Appendix I).

Dependent upon the principal's schedule and travel/work requirements at the overseas location, the Contractor shall provide protective services on a twenty-four (24) hour, seven-day week basis within the following general parameters:

- Provide and operate needed protective services details as directed in the Task Orders and indicated as necessary by the specific Security Assessment.
- Operate PRS details in accordance with DS PRS Standard Operating Procedures (SOPs) identified in the Task Orders (see Appendix I for an example of an SOP).
- Protective services specialists shall not exceed 12-hour workdays, unless directed by the Government.
- Provide protective services specialist(s) as needed for residence watch while principal is off-duty and resting in quarters.
- As schedule permits, the Contractor shall schedule detail members to ensure each member has one day off after no more than six (6) consecutive workdays.
- Detail coverage shall include the principal's official travels to all parts of the area for which he/she is responsible.
- Most frequently, travel will be by automobile. Such moves require strict adherence to established security measures.
- Occasionally, waterborne or airborne travel may be required in the performance of protective duties.
- Additionally, adequate coverage shall be provided for all of the principal's walking movements.

Performance Objective No. 4.2.1 – The Contractor shall:

- Protect designated principal(s) by providing armed, qualified protective services details as specified in the Task Order that satisfy the above Sub-Service Area. If ordered in the Task Order, the Contractor shall provide, in addition to other requirements of the Task Order, Counter Assault Teams and Long Range Defensive Marksman teams. (See Appendix B for the roles, responsibilities and qualifications of PRS detail personnel and PRS support personnel.) (See Appendix C for the general qualifications of American Contractor Personnel.)
- Assign a dedicated in-country Contractor Project Manager, and provide each detail with a designated leader and the number of other protective security personnel as specified in the Task Order.
- As required, strictly adhere to established security measures.
- Ensure that Contractor assigned protective detail personnel are prepared to operate and live in austere, at times unsettled, conditions anywhere in the world. Ensure that the Contractor's personnel are fully apprised of these possibilities, and that they are fully willing to accept these living/working conditions.

Performance Measures	Performance Standards
a) Quality	100% as specified in the Task Orders
b) Qualifications of Personnel	100% qualified prior to assignment to any detail
c) Timeliness	100% within the schedules specified in the Task Orders.

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3 NECESSARY CONDITIONS

C.4.3.1 RECRUITMENT, SCREENING, SELECTION OF PERSONAL PROTECTIVE SERVICE AND PPS SUPPORT SERVICES APPLICANTS

C.4.3.1.1 RECRUITMENT

Necessary Condition No. 4.3.1.1 – The Contractor shall:

- Recruit applicants for the various PRS and PRS support positions.
- Ensure that prospective applicants are made aware of the performance requirements of the positions for which they are applying, including the importance of honoring the periods of service in the contracts between the Contractor and the applicants, and the consequences of failing to do so.
- Ensure that applicants understand the nature of the work and working environment in which they may be working.
- Prior to commencement of the Contractor's applicant screening process, forward the resumes of all of the applicants to the COR for DS pre-screening.

Performance Measures	Performance Standards
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a) Quality of Recruitment Efforts	Contractor conducts awareness briefing of all applicants 100% of applicant resumes forwarded to the COR
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C.4.3.1.2 SCREENING AND SELECTION

Necessary Condition No. 4.3.1.2 – The Contractor shall:

Develop, submit to DS, and implement an applicant screening process that satisfies the requirements in Appendix F. DS reserves the right to approve or disapprove of an applicant screening process.
Ensure that Contractor personnel engaged in the screening process are experienced screeners, e.g., demonstrated success in the difficult task of researching personnel information, verifying personnel histories, claimed backgrounds, etc.
Upon receiving the results of the COR's pre-screening, complete an investigation of each applicant for a PRS or PRS support position in accordance with the DS approved Contractor screening procedure.
Screen out any applicant who does not meet the security and suitability qualifications required for the position to which the applicant has applied.
Forward to the COR, only those applicants verified by the Contractor as meeting the screening requirements in this contract and each individual Task Order.

Performance Measures	Performance Standards
a) Quality of Screening Efforts	100% conformance with approved screening procedures

C.4.3.2 TRAINING

The Contractor shall ensure that only personnel satisfactorily trained in accordance with Department of State standards are used in the performance of work under this contract. This includes the completion of training before entering into work and maintaining that level of training throughout the performance of work under any specific Task Order.

C.4.3.2.1 PERSONAL PROTECTIVE SECURITY TRAINING

The Contractor shall establish and implement a personal protection security training capability. The facility shall be used to train Contractor furnished personal protection security personnel, foreign government, third party nationals, or other personnel identified by DS. The training provided for all personnel shall be the same, e.g., that training program approved by DS.

Note: The Government reserves the right to inspect the training facilities and observe any or all training activities at the Contractor furnished sites.

Necessary Condition 4.3.2.1 – The Contractor shall:

Establish and maintain the necessary personal protection security training capability in accordance with the specifications in Appendix G.
Develop and submit completed training plans to DS for approval within 90 days of contract award.
Conduct training in accordance with the DS training curriculum, DSTC Lesson Plans and DS-approved, Contractor Training Plans (see Appendix G).
Ensure that only those individuals who have successfully completed the DS personal protection security training are employed on DS personal protection services details.
Ensure that all retraining and/or re-certification of Contractor personnel is accomplished in-country, e.g., in the location in which the Contractor was tasked to provide the personnel protective service detail, unless otherwise directed by the COR.
Ensure that all armed PRS detail members and armed guards are re-qualified on all required firearms on a quarterly basis using the prescribed courses of fire to DS standards. All re-qualification shall be documented on Qualification Record Forms (see Appendix H).

Performance Measures	Performance Standards
a) Quality of Training	100% training satisfies specifications in Appendix E. 100% in accordance with DS approved Contractor training plans 100% conducted by DS certified

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b) Timeliness	trainers 100% contractor developed training plans submitted to DS for approval within 90 days of contract award. 99% contractor conducted training is completed within 5 days of scheduled completion dates.
c) Firearms qualification/re-qualification standards	Minimum standard for pistol/rifle/carbine, shotgun is 80%.
d) Retrain/recertify personnel in-country	100% certification

C.4.3.2.2 RECRUIT, SCREEN, TRAIN, DEPLOY LOCAL NATIONAL/THIRD COUNTRY NATIONALS

Necessary Condition 4.3.2.2 - In certain circumstances, and as specified in Task Orders, the Contractor shall:

Recruit, screen, and train local national (LN) or third country nationals (TCN) in DS established protective security procedures. See Appendix D for general qualifications of local nationals or third country nationals:

Train these personnel:

In accordance with the requirements in this section above.

In country of origin or country of operation, unless otherwise directed by the COR.

Conduct personal protective service details with Contractor-trained foreign government/third-country nationals.

Performance Measures	Performance Standards
a) Quality	-100% as specified in the Task Orders
b) Qualifications of Personnel	-100% qualified prior to assignment to any detail
c) Timeliness	-100% on time and for the length of time specified in the Task Orders.

C.4.3.2.3 IN-COUNTRY/COUNTRY OF ORIGIN TRAINERS

To comply with the requirements of 4.3.1 and 4.3.2 above, the Contractor shall provide qualified instructors to retrain/recertify/re-qualify personnel in-country or in country of origin, unless otherwise directed by the COR.

Necessary Condition 4.3.2.3 - The Contractor shall:

Provide the instructors necessary to comply with the requirements of 4.3.2.1 and 4.3.2.2.

Ensure that only approved instructors are used for such training.

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Performance Measures	Performance Standards
a) Quality of Instructors	-100% training satisfies specifications in Appendix G 100% in accordance with DS approved, contractor training plans.
b) Approved instructors	100% approved

C.4.3.3 ROTATION, REASSIGNMENT, AND REPLACEMENT

Necessary Condition 4.3.3 - The Contractor shall:

Maintain a list of qualified (See Appendixes C and D) standby personnel who are immediately available for normal rotation or for replacement action in case of illness, injury, humanitarian, and/or other reasons.

For a normal rotation, notify the COR, in writing, at least seven days in advance with the following rotation particulars:

DS Task Order Number

Detail location

Planned rotation date

For person rotating in:

Name

Labor category

Security clearance status

For person rotating out:

Name

Labor category

Security clearance status

In the case of emergency substitution, the Contractor shall immediately notify and obtain approval of the COR.

In the case of the replacement of the Project Manager, Detail Leader, Assistant Detail Leader, Shift Supervisor, Shift Leader, or Guard Force Commander, the Contractor shall obtain the approval of the substitute from the COR (see Section H, Key Personnel).

Note: Should a Contractor's employee be discharged or returned to the U.S. (or to a third country in the case of foreign nationals) due to dissatisfaction with the assignment or for unsatisfactory performance, the Contractor shall be assessed a negative incentive in accordance with the Section H, Incentives.

Performance Measures	Performance Standards
a) Maintenance of Standby PRS and PRS support Cadre	100% support of normal rotation
b) Timeliness in support of normal rotation	100% continuity of service 100% notification of COR within 7 calendar days with no more than 8 calendar days break in service.
c) Timeliness in Emergency Situations	100% immediate notification to COR

C.4.3.4 PRS INTELLIGENCE DATA SUPPORT

Task Orders will identify those PRS details that will require intelligence data support.

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4.3.4.1 PROVIDE PRS INTELLIGENCE DATA ANALYSTS

Necessary Condition 4.3.4.1 – The Contractor shall:

- Provide qualified and trained intelligence analysts (see Section 3 of Appendix B for qualifications).
- Ensure that candidates for intelligence analyst positions are aware that working and living conditions may be in dangerous and difficult environments.
- Ensure that intelligence analysts perform the roles, responsibilities, functions identified in Section 3 of Appendix B.
- Ensure that PRS Intelligence Data Analysts do not work in excess of 12-hours in a day, unless directed by the Government.

Performance Measures	Performance Standards
a) Quality	100% in accordance with the requirements in the Task Orders
b) Timeliness	100% within the schedule requirements of the Task Orders.

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.4.2 INTELLIGENCE DATA SYSTEMS ENGINEERS

Necessary Condition 4.3.4.2 - The Contractor shall:

- Provide an intelligence data systems engineer.
- Ensure that the systems engineer provides the following support:
 - Network engineering services support for numerous site networks identified as Local Area Networks (LANS).
 - Connection support for Wide Area Networks (WANS).
 - Establishment, development, implementation, and sustenance of systems training.
 - Initiation, development, preparation, and presentation of systems training to target audiences as assigned COR.
 - Instruct selected personnel in basic computer operations (e.g., databases), word processing, and e-mail functions.
 - Ensure that Intelligence Data Systems Engineer's work-week does not exceed 72 hours, and that he/she does not work in excess of six days during the work-week.

C.4.3.4.3 PROVIDE INTELLIGENCE UNIT LOGISTICAL SUPPORT

Necessary Condition 4.3.4.3 - If required in a Task Order, the Contractor shall support the PRS intelligence analysts by providing any of the following support:

- Provide qualified and trained technicians/field security personnel to maintain equipment.
- Provide guard services to protect and control access to secure areas.
- Provide transportation, en-route destruction capability, and personal protective services to protect couriers.

Performance Measures	Performance Standards
a) Quality	100% in accordance with the requirements in the Task Orders
b) Timeliness.	100% within the schedule requirements of the Task Orders

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.5 TRANSLATOR/INTERPRETER SERVICES

C.4.3.5.1 PRS DETAIL/GUARD FORCE TRANSLATOR/INTERPRETER

In some situations, the Contractor will be required to provide the services of an interpreter(s)/translator(s) to facilitate verbal communications between protective services personnel, guard personnel, and local government, police, military members, and citizens. Normally, this shall be a local foreign national who performs these duties as required. In some instances, it may be necessary to validate the interpretation. In such cases, and only if directed by a Task Order, the Contractor shall provide an American translator/interpreter. The latter shall report only to the AIC.

Necessary Condition 4.3.5.1 – The Contractor shall:

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Provide interpreter/translator services as required in delivery/tasks orders.
 Ensure that interpreters/translators are sufficiently fluent in English and the local language and/or dialects to ensure understanding and communications between protective services personnel and locals.
 Ensure that interpreter/translator personnel are capable of passing the background security check as noted in Appendix J.
 Ensure that the American citizen translators/interpreters meet the qualifications in Appendix B.

Performance Measures	Performance Standards
a). Quality of interpretation/translation services	100% - Based on validation of translation/interpretation
b) Timeliness	100% provided within 15 minutes of request for service

C.4.3.6 MEDICAL SUPPORT SERVICES

In certain areas of the world, and when required by Task Order, the Contractor shall provide medical support to the PRS details, guard details and PRS support personnel. This support may consist of any or all of the following:

Medical Officer (See notes below)
 Physician's Assistants
 Emergency Medical Technicians
 Special Forces Medics (or other qualified combat medic, e.g. Navy Corpsmen)
 Facilities, equipment, and materials in support of medical personnel

Notes:

a. The Task Order will identify whether the Medical Officer's primary location of performance is CONUS or at post. If CONUS, the Contractor shall arrange for reliable and rapid means of communication between the Medical Officer and the Physician's Assistants.

b. If the Task Order identifies the Medical Officer's primary location as CONUS, the Contractor shall ensure that the Medical Officer travels periodically (to be determined by COR) to post and evaluates the medical support being provided to the PRS detail, Guard Force and PRS support personnel.

C.4.3.6.1 MEDICAL SUPPORT PERSONNEL

Necessary Condition 4.3.6.1 - The Contractor shall provide medical support as indicated above that satisfies the requirements in Section 3 of Appendix B concerning roles, responsibilities, and qualifications.

Performance Measures	Performance Standards
a). Quality	100% Medical Services provided in accordance with the Task Orders*
b) Timeliness	100% of medical support provided to support the standup of the PRS details and guard force.

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.6.2 MEDICAL FACILITY, EQUIPMENT AND MATERIAL SUPPORT

Some PRS detail locations may require the design, construction, and equipping of a facility, and logistical support of the medical personnel. In such instances, the Task Order will identify the medical facility, equipment and logistics support required.

Necessary Condition 4.3.6.2 - When required by a Task Order, the Contractor shall design and/or construct a facility and/or provide the equipment and/or logistical support for the assigned medical personnel.

Performance Measures	Performance Standards
a) Quality	100% Medical facility availability in accordance with the Task Orders*
b) Timeliness	100% of medical facility availability to

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	support the standup of the PRS details and guard force*
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The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.7 GUARD SERVICES

There will be buildings, space/rooms in buildings, and/or living/housing compounds required in support of the performance of PRS details that may require the posting of guards to control entry to such places.

C.4.3.7.1 GUARD SERVICES - GENERAL

Guard services shall be performed in accordance with the following Orders and Circulars:

- General Orders
- Post Orders
- Supervisory Orders
- Specific Orders
- Special Orders

The Government will furnish the General Orders (see Appendix K for an example). The Contractor shall develop the Post Orders in English and other appropriate language. The Government will provide examples of generic Post Orders. Once drafted, the Contractor shall submit the Post Orders to the COR for approval prior to the post being manned. Once approved, the Contractor shall maintain the Post Orders and ensure that copies (in English and other appropriate language) are available at the posts. Supervisory Orders, Specific Orders, Special Orders, and Circulars shall be issued as needed during performance of the contract.

Necessary Condition 4.3.7.1 – As required by Task Order, the Contractor shall:

Provide guard services to:

- Control personnel and vehicle access to spaces/areas/buildings/compounds
- Protect personnel and/or equipment therein
- Patrol designated areas/routes/perimeters
- Inspect and survey
- Perform vehicle mobile patrol
- Ensure that guard services satisfy the General Orders in the Task Order and the COR-approved, Contractor-prepared Post Orders
- Ensure that the guard force personnel meet the requirements in Appendixes B, C, and D.
- Ensure that the guard force maintains the following logs and records:
 - Operational Records. The Contractor shall provide a log for each post, consisting of a bound ledger, with lined paper and numbered pages. Post Orders will provide instructions for the posting of each log. The Contractor shall provide incident report forms for recording information regarding any incident at a post. The Contractor shall submit the design of this form in draft for approval by the COR.
 - Administrative Records. The Contractor shall maintain administrative files, which shall at a minimum include personnel records, investigation records, and training records on all employees working under the contract. The COR is authorized to examine the Contractor's administrative files. The Contractor shall maintain daily time and attendance records, which may be reviewed by the COR as required.
 - Explosive Detectors and/or X-Ray Inspection Records. The Contractor shall keep Explosive Detector maintenance logs on a daily, weekly, and monthly basis following the Maintenance Log Book procedures provided by the manufacturer. X-ray repair maintenance records shall be maintained.
 - The Contractor shall keep any additional logs as instructed by the COR.
- Ensure that guards' weapons are properly maintained, including:
 - All weapons shall be cleaned weekly at a designated location.
 - Providing all cleaning supplies.
 - Weekly cleaning logs shall be maintained, listing each weapon by make, model, serial number, and the date on which it was cleaned.
 - Ensure that no weapons are misused, mishandled, or fired negligently.

Note: Misuse, mishandling, negligent discharge of a firearm may result in the Contractor being required by the COR to immediately remove the individual from any further service under this contract.

Ensure that:

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Guards assigned to positions requiring the use of closed circuit TV (CCTV) displays operate the monitoring equipment following the guidance contained in the post orders.
Operators shall pay particular attention to suspicious activity.
Any malfunctioning or broken equipment will be noted in the Post Log and immediately reported to the AIC.
All personnel assigned to a CCTV post have been properly trained before being assigned to the post.

Examples of where such guard services may be required are:

Support of intelligence analysts facilities
PRS detail offices and housing compounds
Government facilities as directed by the Task Order(s)

Performance Measures	Performance Standards
a) Quality	100% guard services provided as required by Task Orders* 100% in accordance with approved contractor prepared post orders
b) Timeliness	100% of guard services provided when required and at designated times

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.7.2 EXPLOSIVE ORDNANCE DETECTION TECHNICIAN (EOD /DOG HANDLER) SERVICES

Note: All references made to EOD shall be understood to mean the Explosive Ordnance Detection Technician/Dog Handler and dog.

Necessary Condition 4.3.7.2 - The Contractor shall:

Provide explosive ordnance detection technician/dog handler services.
Provide a replacement EOD on all occasions when the present dog and or handler is not able to perform the duties described in this contract and/or Task Orders.
Provide management, supervision, equipment, and veterinarian services, including kennels, grooming, food and other related equipment.
Maintain the cleanliness of the kennel and assigned canine areas.
Ensure that EOD meets qualification standards in Appendixes B, C, and D.

Performance Measures	Performance Standards
a) Quality of EOD services	100% in accordance with Task Orders*
b) Timeliness	100% within the schedules in the task orders

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.7.3 GUARD TRAINING

Performance Objective No. 4.3.7.3 - The Contractor shall:

Establish and maintain the necessary guard training capability, including basic, weapons, and refresher training, in accordance with the specifications in Appendix L.
Develop and submit completed Guard Training Plans to DS for approval within 90 days of contract award.
Conduct training in accordance with the DS approved, Contractor Guard Training Plans.
Ensure that only those trainees who have successfully completed the DS approved Contractor training are employed on guard details.
Ensure that all refresher training of Contractor guard personnel is accomplished in-country, e.g., in the location in which the Contractor was tasked to provide the guard detail, unless otherwise directed by the COR.
Ensure that all refresher training is conducted by Contractor-provided, DSTC-certified trainers.

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Ensure that all armed guards are re-qualified on all required firearms on a quarterly basis in accordance with the DS approved Contractor training plans. All re-qualification shall be documented on Qualification Record Forms (see Appendix H).

Performance Measures	Performance Standards
a) Meet training requirement above and in Appendix L	100% Conformance

C.4.3.7.4 GUARD ELECTRONIC MONITORING SYSTEM (GEMS)

Note: The Guard Posts requiring the use of GEMS will be designated in the Task Orders.

C.4.3.7.4.1 GEMS System Requirements

Necessary Condition 4.3.7.4.1 - If required by Task Order, the Contractor shall:

Provide a complete GEMS which shall include: the system and reporting software; hand-held data collection devices; data points such as bar code labels, data strips, touch tags or electronic buttons; batteries or recharging stations; computer; and printer(s).

Provide training to the employees who will be using the system.

Maintain, replace, and support the system to ensure continuous operation.

Use the GEMS for monitoring and quality control of guard services.

Ensure that the GEMS system meets the following requirements:

Utilizes a portable hand-held data collection device that scans designated data points, the scanner may use a variety of technologies including bar code strips, electronic data strips, touch tags or electronic buttons.

Has the ability to transfer collected data from the portable device to a Computer.

Can create and print computer-generated reports designed to document guard activities and supervisor oversight.

Includes an archival capability allowing access to historical information by computer.

Integrity of the system ensures that information, once collected, cannot be altered or modified.

Separate codes shall be assigned to individual guards, supervisors, guard posts, and certain defined incidents or events to be contained on an incident card.

C.4.3.7.4.2 Designated GEMS Posts

Necessary Condition 4.3.7.4.2 - The Contractor shall:

Ensure that designated guard posts receive a hand-held data collection device at the beginning of each shift.

Ensure that at guard posts that are assigned scanners, guards scan checkpoints at each post along the designated route and complete the required number of visits to each post throughout the daily/nightly tour.

Ensure that during rounds, the guard reports all incidents using the Incident Card and follows up with written reports as necessary.

Ensure the correct use of the hand-held data collection device.

Shall maintain the integrity of the system.

Ensure data are properly entered into the computer.

Obtain COR approval before making software changes/revisions.

C.4.3.7.4.3 GEMS Reports

Necessary Condition 4.3.7.4.3 - The Contractor shall:

Use data collected in the system to generate reports for use by the COR. At a minimum, the Contractor shall prepare and furnish to the COR daily, weekly and monthly reports. The daily report shall include as a minimum:

Incident reports - including the date, time, location, and type of incident

Patrol summary - includes verification of supervisor rounds by checkpoint, noting time and date

Exception reports that display, for example, the failure to log checkpoint or completion of the route in the allotted time

Ensure that the system has additional reporting capabilities to include summarizing the daily reports on weekly, monthly or annual basis. The software system shall have flexibility to develop custom reports and for the modifications of standard report formats.

Performance Measures	Performance Standards
a) GEMS Capability/Availability	System meets all requirements

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	100% availability
b) Employ GEMS at designated posts	100% employment
c) Provide GEMS reports	100% of reports provided

C.4.3.7.5 MANAGEMENT OF GUARD FORCE

Necessary Condition 4.3.7.5 – For the topics underlined below, the Contractor shall:

Schedules

Prepare and maintain a Weekly Guard Post Schedule for all guard posts that lists the name of each previously approved guard to be assigned to each post and for each shift.
Provide the COR a copy of the Weekly Guard Post Schedule for all employees by 12:00 noon of the last day of the work-week for the upcoming work week.
Ensure that the Weekly Guard Post Schedule shows the post number and location, the name of the guard assigned (approved by the COR), and the shift assigned in terms of hours of the day.
Provide a copy of this schedule to the COR and each Contractor employee affected.
Notify the COR three days before any change of a permanent guard (specific individual) to a post.

Guard Duty Hour Limits

Ensure that no Contractor personnel are on duty for more than 12 consecutive hours in a 24 hour period, except under emergency conditions as authorized by the Contracting Officer (CO) or the COR.
Ensure that the individual guard work-week does not exceed 72 hours.

Relief Guards

Provide the security personnel at the posts identified in the Task Order fully trained and qualified relief personnel to allow for comfort, personal needs, stress, meals, or other required or requested absences from the assigned post.
Ensure that relief personnel are at the same category of labor as those being relieved.
Provide this relief service to the Government at no additional charge.
Relief personnel are not required for some posts. The AIC will determine and direct the Contractor as to which post require relief personnel. For example, Guard Force Commander, Surveillance Detection Specialist, mobile patrol posts.
Ensure that specific guidance pertaining to administrative details, including supervisory responsibilities for scheduling and monitoring breaks and meals, are included in Post Orders.

Organization Chart

Within ten (10) days after the effective date of a Task Order, provide in writing to the COR an organizational chart to include the names of supervisors, shift organization for each post, and the number and names of guard force employees.

Supervision

Provide adequate on-site supervision of employees at all times a post is manned.
Ensure that a Contractor provided supervisor inspects each post during daylight hours at least twice, and three times during night hours.
Ensure that supervisor inspections assure that:
The post is properly manned.
The assigned guard is fully familiar with the General Orders and Post Orders.
The post log is properly maintained.

Guard Muster

Conduct a muster of guards going on duty for purposes of inspection for proper uniform, equipment, review of current security problems, special instructions, and training, unless waived by the COR. The time required for this muster is in addition to that required to provide a timely relief for guards on post. The Contractor shall provide this muster at no additional charge.

Performance Measures	Performance Standards
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a) Meet guard force management requirements	100% of requirements
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C.4.3.8 LOGISTICAL SUPPORT

C.4.3.8.1 PRS DETAIL LOGISTICAL SUPPORT

C.4.3.8.1.1 Contractor-Provided Logistics

The Contractor shall provide all logistical support required to successfully complete the assigned tasks.

The Contractor may be required to procure armored vehicles. In those instances, the vehicles shall meet DS armored vehicle standards.

Logistical support for Contractor provided protective services personnel shall incorporate everything necessary to subsist and perform protection duties in the region of the world specified in Task Orders, including, but not be limited to:

- All clothing designated in the Task Orders
- Weapons vaults and or ammunition storage facilities meeting DS standards
- Cellular telephones
- Handheld radios and chargers (similar to Motorola Model XTS3000) if required in the Task Order
- Laptop computers
- Miscellaneous specialized equipment such as, flashlights, batons, etc., as designated in the Task Orders
- Vehicles for transporting Contractor provided protective service personnel (e.g., for shift changes, commuting to and from work, airport arrivals/departures, etc.), and for other uses as directed by the CO or COR
- One vehicle per team
- Rental or leased
- All supplies
- All services, including, but not limited to, telephone and telephone services
- All shelter
- All food
- All water
- Physical safety
- Health needs
- Morale needs
- All laundry services
- All housekeeping
- All sanitary solid waste management
- All maintenance or repair required for the foregoing

Notes:

(1) U.S. Embassy support personnel at the city/region of assignment may be asked to assist Contractor personnel in locating housing, but the cost of such housing shall be borne by the Contractor and shall be a contract billable item.

(2) In those instances where there is no local housing available, the Contractor shall construct housing for Contractor furnished protective service detail personnel. The design and cost of such housing shall be addressed in the logistics section of the Management Plan submitted in the proposal in response to the Task Order.

(3) If Government furnished vehicles are not available for official operational requirements, the Contractor may be authorized by the Task Order for the rental or purchase of vehicles.

(4) U.S. Government personnel may be needed to assist the Contractor in obtaining permission for personnel and certain equipment to enter the country.

Necessary Condition 4.3.8.1.1 – The Contractor shall:

- Find, arrange for, procure, pay for, and maintain all logistical support required for the Contractor provided PRS details.
- If directed by the CO or COR, arrange for rental of vehicles necessary for operational use.
- Conduct inventories and support Government conducted inventories.

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Performance Measures	Performance Standards
a) Conduct and support of Government inventories	100% compliance
b) Timeliness	100% provide logistics within the schedules specified in the approved logistics management plan submitted in response to each Task Order*

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.8.1.2 . Equipment Maintenance

a. Vehicle Maintenance

(1) General. The vehicles furnished by the Government for each detail shall be provided preventive and corrective maintenance. The Logistics Management Plan section of the Task Order Management Plan (TOMP) (see Section 4.3.8.4) shall address how the Contractor plans on efficiently and effectively employing maintenance personnel.

(2) Vehicle Mechanic. The Contractor shall employ a factory-certified vehicle mechanic(s) to maintain the PRS detail vehicles.

(3) Vehicle Armor and Ballistic Glass. Repairs to the armor and ballistic glass on Government furnished vehicles require special attention. To ensure that such repairs are completed satisfactorily, the Contractor shall send ballistic glass and armor technicians to DS classes to learn the approved methods for repairing the ballistic glass and armor. These trained on-site technicians shall be responsible for vehicle armor and ballistic glass maintenance.

Note: The DS armor/ballistic glass instructors or technicians may visit the PRS posts periodically (target is three (3) months) to ensure that the on-site technicians have maintained their proficiency in ballistic glass and armor repair, and to spot check their work.

(4) Armorer. PRS weapons must be maintained in operable condition. The Contractor shall employ armorers on-site to perform this maintenance. The armorers shall attend a DS class before being assigned to post. Prior to starting DS training, the Contractor-provided armorers shall be factory-certified for each weapon furnished to the PRS details by the Government or Contractor.

(5) Armory. The Contractor shall provide a DS approved armory for the secure storage of PRS detail weapons when not assigned to PRS detail members.

(6) Special Equipment Maintenance. The Contractor shall provide all of the technicians necessary to support the PRS details, such as vehicle mechanics, generator mechanics, security field technicians, electricians, etc.

Necessary Condition 4.3.8.1.2 - The Contractor shall:

Ensure that all Contractor furnished equipment and all Government furnished equipment provided to the Contractor for performance of work under this contract is maintained in fully operable condition, such that it shall be available for unrestricted service within the contract availability standards.

Ensure that all repairs to ballistic glass or opaque armor return the glass or armor to DS approved specifications, using DS approved technicians.

Ensure that ballistic glass is procured from DS approved manufacturers.

Ensure that weapons are maintained by Contractor furnished, factory-certified, DS approved armorers.

Maintain adequate spares and parts to ensure that all equipment can be maintained and repaired in a time-frame consistent with the support of the mission.

Note: The following notes are provided to assist Contractors in their logistics planning. Plans for maintenance of vehicles must take the following information into account to preclude loss of protective service coverage:

(1) The Government will reimburse the Contractor for repairs resulting from fair wear and tear to equipment/vehicles and damage sustained during protective service operations. All other maintenance/repair resulting from unauthorized use and abuse shall be at the Contractor's expense.

(2) On average, it takes about forty-five (45) days from the issuance of a purchase order for ballistic glass, for the glass manufacturer to complete the order. The Contractor shall make the necessary delivery arrangements to transport the manufactured glass to the posts.

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(3) All ballistic glass will eventually delaminate. The Contractor must inspect the ballistic glass frequently. Once inspection notes any de-lamination, the vehicle most likely will still be usable (not necessarily dead-lined) for up to six (6) more months. The Contractor should closely monitor and take this slow degradation of the laminate into account when ordering ballistic glass.

Performance Measures	Performance Standards
a) Availability of Equipment	100% at the availability standard established in the approved Logistics Management Plans*

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.8.2 GUARD LOGISTICAL SUPPORT

Logistical support for the Contractor-provided guard force shall provide everything necessary to subsist and perform guard duties in the region of the world specified in Task Orders, including, but not limited to:

Uniforms - Duty clothing shall include summer and winter (cold weather) gear. Due to the possibility of weather extremes, the clothing issue should cover a variety of temperatures common to the area identified in the specific Task Order

- Load bearing vests
- Helmets
- Protective gear
- Utility belts, etc.
- Holsters, magazine pouches, etc.
- Accessories for Government furnished weapons
- Pepper spray
- Weapons vault
- Cell phones
- Handheld radios and chargers, if specified in the Task Order
- Laptop computers
- Miscellaneous specialized equipment, such as, flashlights, batons, etc.
- Guard Electronic Monitoring Systems (GEMS)
- Medical REACT equipment
- Surveillance kits for portable radios
- Vehicles for mobile patrols, and other uses as directed by the CO or COR (e.g., REACT teams, administrative support, transporting Contractor provided guard personnel, shift changes, commuting to and from work, airport arrivals/departures, etc.)
- All office equipment and supplies
- All services, including, but not limited to telephone and telephone service
- All shelter
- All food
- All water
- Physical safety
- Health needs
- Morale needs
- All laundry services
- All housekeeping
- All sanitary solid waste management
- All maintenance or repair required for the foregoing

Notes:

(1) U.S. Embassy support personnel at the city/region of assignment may be asked to assist Contractor personnel in locating guard housing, but the cost of such housing shall be borne by the Contractor and shall be a contract billable item.

(2) In those instances where there is no local housing available, the Contractor shall construct housing for Contractor furnished guard personnel. The design and cost of such housing shall be addressed in the logistics section of the TOMP submitted in the proposal in response to the DS Task Order.

Necessary Condition 4.3.8.2 – The Contractor shall:

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Find, arrange, procure, pay for, and maintain all logistics support required for the Contractor provided Guard Force
If requested by CO or COR, arrange for rental of vehicles necessary for operational use

Performance Measures	Performance Standards
a) Timeliness	100% in conformance with schedules specified in the approved Logistics Management Plan submitted in response to each Task Order*

The target standard is 100%. During each six-month Contractor performance assessment, the CO or COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.3.8.3 INVENTORIES

Performance Objective No. 4.3.8.3 - Upon acquiring any logistics asset, the Contractor shall place the asset under Contractor accounting and inventory control. The Contractor shall:

- Conduct an inventory check of all assets on a quarterly basis.
- Submit a written report accounting for all assets on a quarterly basis to the AIC, with a copy to the COR.
- Immediately upon discovery of the loss, submit a report on the loss of asset(s) to the COR and AIC.

Note: The Government reserves the right to conduct an inventory of all PRS and Guard Force weapons on an annual basis and more frequently if so desired.

C.4.3.8.4 TASK ORDER MANAGEMENT PLANS

Upon receipt of each Task Order, the Contractor shall complete a Task Order Management Plan (TOMP) in accordance with the requirements in Appendix M. The goal of these planning efforts is to ensure that the Contractor has reviewed and understands all aspects of the personnel protection service assignments and planned all of the activities and support needed to successfully start-up and complete the assignment.

If the Contractor is going to subcontract any portion of the work to another company, the Contractor must submit the Sub-Contractor's TOMP for the subcontracted portion of the work, as an integrated section of the overall TOMP submitted by the prime Contractor. The Sub-Contractor's TOMP shall meet the TOMP requirements in Appendix (M).

Necessary Condition 4.3.8.4 – The Contractor shall:

- Develop a unique and innovative TOMP in accordance with the requirements of Appendix M in response to each Task Order.
- Submit the TOMP as part of the proposal required in response to each Task Order.
- Submit plans, as required, in the time specified in each Task Order.
- Modify the TOMP in accordance with CO or COR requirements.
- Implement the TOMP as approved by CO or COR.

Note: Deviations from approved TOMPs will require approval from the CO or COR or designated point of contact.

Performance Measures	Performance Standards
a) TOMPs are prepared and submitted as shown in Appendix M	100% complete and in accordance with Appendix M
b) Timeliness	100% on time
c) TOMPs implemented as approved	100% implemented

The target standard is 100%. During each six-month Contractor performance assessment, the COR will take into account any extenuating circumstances that might have precluded the Contractor from meeting the target.

C.4.4 SERVICE AREA – SPECIAL DOMESTIC SECURITY ASSIGNMENT

For special domestic security situations, such as, the annual United Nations General Assembly (UNGA) meetings held in New York City, or for long-term visits of heads of state or other foreign dignitaries, the Contractor may be required to provide protective personnel to augment the assigned Diplomatic Security Service detail. In those instances, American Contractor PSS personnel shall work with and respond to the general direction of DS Project Manager or DS designated AIC for the length of time and at the locations specified in the Task Order.

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Performance Objective No. 4.4 – The Contractor shall:

Provide qualified/trained protective security personnel to augment DS details for special domestic security assignments. Ensure that the PRS personnel are screened and trained in accordance with the requirements in Service Areas 4.3.1 and 4.3.2, above.

Performance Measures	Performance Standards
a) Quality	100% qualified and trained 100% as specified in the Task Order
b) Timeliness	100% on time and for the length of time specified in the Task Order

C.4.5 TRANSITION

The ability of DS to successfully complete its mission is dependent on many factors. One of the primary factors is continuity of service. Any break or disruption in services, that is, the ability to effectively protect US diplomats and other VIPs, is unacceptable. In the past, when an incumbent Contractor had to turn over services, facilities, and/or equipment to an incoming Contractor, there have been many cases of breaks or disruption in services. DS cannot afford for such situations in the case of Personal Protective Services.

Necessary Condition 4.5 - To preclude breakdowns or disruptions in service, the Contractor shall, upon receipt of a Task Order that requires either a transition from an incumbent Contractor to a new Contractor, or a transition from an old Task Order to a new Task Order:

Develop and implement a plan for transition to the new Task Order and include it as a part of the TOMP required for the new Task Order

Ensure that the transition plans address the following:

Plan for meeting with outgoing/incoming parties to:

Assess existing PRS and Guard Force arrangements, including site situation and environment, procedures, facilities, equipment, local government relationships, etc.

Co-develop plan for smooth transition of assets

Identify transition activities and schedule of transition milestones

Set a date for complete assumption of responsibilities

Plan for implementation of transition effort, including organization, roles and responsibilities, and necessary interfaces.

Performance Measures	Performance Standards
a) Quality of transition (for items under the Contractor's control) including completion of comprehensive transition plan	100%
b) Cooperation and coordination with other contractors (based on Government observation)	100%
c) Timeliness of transition activities	100% meets milestones Completion of transition by scheduled date

C.4.6 REPORTS

Necessary Condition 4.6 – The Contractor shall prepare and submit the following reports, to the COR, and AICs as directed by the COR, in the content, numbers of copies, and in compliance with the schedules specified.

Format, style, and numbering shall be at the discretion of the Contractor. Once accepted, the same, format, style, and numbering shall be used for the duration of the contract, unless change is approved by COR. At a minimum, the report shall address the following:

Identification of the Task Order

Identification of the PSS detail(s)

Period of report

Names of PSS personnel, starting with the project manager

Average hours worked per week, per individual

Significant events, activities, problems during the month

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Forecast for the next month, including ongoing or planned projects, personnel rotations, average hours projected to be worked per week, significant events, and activities, and training projections (initial training and re-qualifications)

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Report Title	Format/Content	Schedule	Copies
4.6.a – Weekly Status Report	Status of operation relative to all Task Orders. "As of" date shall be last working day of each week. Report shall be broken down by Task Order. Report shall include: <ul style="list-style-type: none"> Identificatio of office Period of report Protective operations PRS training Logistics, communications, supplies, and contract administration Manning levels, R&R, deployments Reporting and administrative matters such as assisting in clearance processing for overseas-bound contractor personnel Diplomatic and/or Official passports for contractor personnel Names of personnel on board Significant events, activities, problems, and progress during the week Forecast for next week 	NLT 2 nd working day after "as of" date. Submit to the HTPD Program Office	Electronic
4.6.b – Monthly Total Contract Performance	Assessment of performance against all requirements in active Task Orders. "As of" date shall be last day of the month. Report shall be broken down by Task Order	NLT 10 th working day after "as of" date	3

4.6.c Six Month Performance Report	For fee determination purposes, a rolled-up assessment of performance against all completed and active task orders	NLT 15 th working day after end of six month performance period	3
4.6.d Lessons Learned Report	Identification of all positive and negative aspects of all on-going or completed protective security details, with recommendations for future action (mods to procedures, equipment, etc)	30 days after end of six month performance period	3
4.6.e Adverse Information Reports	The contractor shall submit an adverse information report identifying and describing any issue or incident that involves failure by any contractor personnel to satisfactorily complete their mission, or any action that would reflect negatively on the United States or the Department of State	Immediately upon discovery or observance of the occurrence The report shall be transmitted to the AIC with copy to CO, COR, and DS/IS/IND by the means identified and agreed to at the Post Award Conference	4
4.6.f Quarterly Inventory Report	The contractor shall submit the inventory report described in Section 4.3.8.3	The report shall be submitted by the first Friday after the last day of the last month of the reporting period	3

Performance Measures	Performance Standards
a) Quality – reports are prepared and submitted as directed	100%
b) Timeliness	100% on time

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C.5 NOTES/GUIDANCE

Note 1: Complements of PRS Details

Complements of details will be based on criticality of the threat conditions in the area in which protection is to be provided. Experience has shown that most situations involving the protection of one principal in an imminently dangerous locality can be handled by a twelve-person detail that provides a portal-to-portal security operation. Reduced coverage may be adequate when a principal is in quarters or working in the office. In lesser risk areas, smaller details may fulfill the requirement. Extremely high-risk areas of high/critical political violence or high crime activity may require that the principal be covered 24 hours per day.

Note 2: Suggested Physical Fitness Standards

All Contractor employees working under this contract should:

- Be well proportioned in height and weight
- Be in good general health, without physical disabilities that would interfere with acceptable performance of their duties, including standing for prolonged periods in performance of guard duty
- Be free from communicable disease
- Possess binocular vision, correctable to 20/30 (Snellen) and shall not be color blind
- Be capable of hearing ordinary conversation
- Be capable of satisfying the P.E. Battery Scores, or better, as identified below

PHYSICAL EFFICIENCY BATTERY SCORES.

Age	Flexibility	% Body Weight	Pushed	1.5 Mile Run	Agility
Male					
24-under	21.25	122.4	11.04	16.43	12.28
25-29	22.4	62.5	14.03	18.95	20.8
30-34	21.9	59.8	15.21	19.55	21.57
35-39	21.6	58.37	15.42	20	22.72
40-44	21.05	52.95	16.54	20.8	24.18
45-49	20.4	50.24	17.34	22.24	25.01
Female					
24-under	23	63	14.21	18.6	20.37
25-29	21	119.8	11.17	16.6	13.46
30-34	20.7	109.6	11.42	17.03	15
35-39	21.60	58.37	15.42	20.00	22.72
40-44	19.6	93.1	13	17.93	16.93
45-49	18.7	88.2	13.58	18.6	18.02

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C.6 GLOSSARY

C.6.1 ACRONYMS

Acronym	Definition
AIC	Agent in Charge (Designated in Task Order for each PRS detail. May be DS Program Manager, RSO, or DS Special Agent)
CAT	Counter Assault Team
CO	Contracting Officer
COR	Contracting Officer's Representative
DEAV	DS Equipment and Armored Vehicles
DOS	U.S. Department of State
DSTC	DS Training Center
DS	Bureau of Diplomatic Security
DS/IS/IND	Industrial Security Division
EOD	Explosive Ordnance Detection
FAV	Full Armored Vehicle
FSN	Foreign Service National
FSO	Facility Security Officer (Contractor position)
GEMS	Guard Electronic Monitoring System
GFE	Government Furnished Equipment
GPS	Global Positioning System
HCN	Host Country National
HRPT	High Risk Public Trust
HTPD	Office of the Chief, High Threat Protection Division
IED	Improvised Explosive Device
ISAF	International Security Assistance Forces
LAC	Local Agency Check
LAV	Light Armored Vehicle
LN	Local National
MRPT	Moderate Risk Public Trust
NAC	National Agency Check
OEM	Original Equipment Manufacturer
OSS	operations Security Specialist
PPS	Personal Protection Specialist
PRS	Protective Service
QRF	Quick Reaction Force
PSS	Personal Security Specialist
REACT	Reactionary Team
RSO	Regional Security Officer
SPE	Special Protective Equipment
TCN	Third Country National
TIC	Tactical Intelligence Center
TOC	Tactical Operations Center
TOMP	Task Order Management Plan
UNGA	United Nations General Assembly
USG	United States Government
WPPS	Worldwide Personal Protective Services

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C.6.2 WORDS/PHRASES

Circulars

Short documents, usually informal, issued as needed to focus attention on a specific topic or event. Circulars may be issued by the COR or Agent in Charge, or by the Contractor after clearance by the Agent in Charge, pertaining to conditions or practices that require a clear and definitive understanding.

General Orders

Permanent directives of policy and procedures that apply to all employees identified in the contract. General Orders are issued by the DS Regional Security Office.

General and Post Orders

The basic procedures for the operation, maintenance, and protection of facilities and properties. General and Post Orders are issued by the DS Regional Security Office.

Post Orders

Permanent directives of policy and procedures that apply to specific fixed posts or patrols identified in Task Orders. Post Orders are issued by the DS Regional Security Office.

Principal

Person to be protected by security detail.

PRS Applicant/Person

A person actually performing a close-in personnel protective service detail function. This generally includes, but is not limited to the Project manager, Detail Leader, Asst. Detail Leader, Shift Supervisor, Shift Leader and PRS Specialist.

PRS Detail

Unless otherwise stated in a Task Order, this term refers to the PRS personnel and all PRS support personnel, including the Guard Force.

PRS Support Applicant/Person

A person other than a PRS person, who performs direct support function to PSS units. Generally that includes people supporting the PSS intelligence units, medical personnel, interpreters/translators, etc.

Special Orders

Temporary orders that pertain to a special or unusual event, e.g., a visit by a foreign official or dignitary, an inaugural ceremony, or potentially high-threat situation involving the principal. Special Orders are issued by the DS Regional Security Office.

Supervisory Orders

Permanent directives concerning policy or procedure that apply to PRS supervisors. Supervisory Orders are issued by the DS Regional Security Office.

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C.4 FILE

APPENDIX B ATTACHMENTS 1 TO 3 CANINE ODOR
PROFICIENCY.DOC

ATTACHMENT 1
(TO APPENDIX B, SECTION C)

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO, AND FIREARMS

DEPARTMENT OF THE TREASURY ODOR RECOGNITION
PROFICIENCY STANDARD FOR EXPLOSIVES DETECTION CANINES

I. Introduction

The Secretary of the Treasury was authorized to establish scientific certification standards for explosives detection canines pursuant to the Omnibus Consolidated Appropriations Act of 1997. Section 653(a) of the act provides the following:

"Sec. 653. (a) Authorization. - The Secretary of the Treasury is authorized to establish a scientific certification standard for explosives detection canines, and shall provide, on a reimbursable basis, for the certification of explosives detection canines employed by Federal agencies, or other agencies providing explosives detection services at airports in the United States."

Explosives detection canine training is a two-phase process. In phase one the canine learns to recognize and alert to various explosives odors. The ability of a canine to recognize explosives odors is the foundation for any explosives detection canine program. It is essential that the canine be able to demonstrate its ability to recognize explosives odors before leaving phase one and becoming a fully operational canine. The Department of the Treasury's Odor Recognition Proficiency Standard was developed to meet this need.

In phase two, the canine is trained to use this ability operationally in the environment where it will work. Each agency is responsible for its own operational training and final certification of a canine's effectiveness in an operational environment. The Department of the Treasury recognizes that agencies with explosives detection canine programs have different training methods and standards, and that the operational environments in which explosives detection canines are used vary among agencies and are related to their specific missions. This Odor Recognition Proficiency Standard should be used to verify the canine's ability to recognize explosives odors in phase one. It does not replace an agency's operational certification process and does not "certify" a canine for operational deployment.

1.1 Purpose

This minimum Odor Recognition Proficiency Standard (*the Standard*), which employs an odor recognition proficiency test (*the test*), is established to determine whether or not a canine can successfully recognize explosives odors.

The test is intended to be used in conjunction with any training methodology and to provide a standardized method for assessing a canine's ability to recognize explosives odors.

Successful completion of this test does not indicate proficiency in operational environments. Odor recognition, operational training, and testing using varying amounts of explosives odors are the responsibility of each agency.

1.2 Scope

This test is only designed to assess a canine's ability to successfully recognize explosives odors.

1.3 Overview of the Test

This test involves simple recognition of explosives odors. A blind test method is used. For the purposes of this test, blind testing means the handler will not know where the explosives samples are placed. This will help verify that the canine is actually recognizing explosives odors and not responding to any external cues.

An independent test administrator will be responsible for selecting and recording the placement of all sample containers (*distraction odors and explosives odor samples*) and evaluating the test results.

Use of this test by an agency is voluntary. At a minimum, agencies that do not validate the canine's ability to recognize and alert to all required explosives odors during their recurring operational validation should administer the test annually.

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1.4 Materials

Uncontaminated distraction samples and explosives samples will be utilized. (*See Distraction Odor Samples in Appendix A and Proper Handling of Explosives Samples in Appendix B.*)

The quantity of explosives used for each test sample will measure from 15 grams up to one-quarter of a pound, with the exception of dynamite, which shall not exceed one-half of a pound. Detonating cord, time fuse, or safety fuse will not exceed 5 feet in length.

Preparation of Sample Containers:

In order to avoid cross contamination, proper handling and storage procedures must be strictly followed. (*See Proper Handling and Storage Procedures in Appendix B.*)

Each test sample (*explosive or distraction*) will be placed in a clean, unused container, with a perforated top (*e.g., unused cardboard box, metal paint can, etc.*). All perforated sample containers must be identical. Each perforated container will be placed in a larger external container. All external containers must be identical. External containers do not have to be sealed or have lids. All containers will be absent of external markings and all perforations will be small enough to eliminate the presence of visual cues.

1.5 Test Method

Ten different explosives will be utilized, including six mandatory explosives and four elective explosives. (*See Explosives Categories to be Used for Testing in Appendix A.*) Each agency will select four elective explosives from the list of electives, based on its assessment of the threats it is most likely to encounter.

Thirty sample containers will be prepared as described. Ten of these sample containers will contain the six mandatory and four elective explosives samples. Fifteen of the remaining sample containers will be filled with different distracters and the remaining five sample containers will be empty.

The sample containers will be spaced a minimum of 4 feet apart. The 10 explosives samples will be placed randomly among the 20 other containers. The test administrator will select the overall arrangement of the sample containers. Examples of arrangements include individual lines of 10 or fewer containers or circular configurations of 10 or fewer containers.

To allow for sufficient odor availability, the sample containers must be in place for a minimum of 15 minutes prior to testing.

Certain environmental factors (*e.g., temperature and humidity*) influence the vapor pressure of explosives. Therefore, the test should be administered in an area where the ventilation and conditions are consistent with the normal working environment of the canine. Additionally, it is recommended that the following parameters for each test be recorded: time of day, temperature, weather conditions, quantity of each explosives sample, and amount of time between the placement of the last test sample and the start of the testing process (*set time*).

1.6 Procedure

Prior to starting the test, the following will be explained to the canine handler:

The canine team will be allowed to search each sample container twice.

The handler will identify when the canine has made an alerting response and report it to the test administrator.

The test administrator will record the placement of the container where each alerting response is identified.

The canine will only be rewarded for correct alerts made on positive samples identified by the handler, and confirmed by the test administrator, during this test phase.

The test administrator will evaluate the test results.

2. Evaluation of Test Results

PASS: To successfully pass the Odor Recognition Proficiency Test, the canine must make positive responses on all 10 explosives odors used in the test. The canine is allowed two responses on non-explosives samples.

FAIL: The canine will fail the test if ANY explosives sample is missed or if more than two responses are made on non-explosives samples.

If the canine fails the test, the agency's training staff should evaluate the reason for the failure and schedule the canine for further training. The test, in its entirety, should then be re-administered.

Annual Odor Recognition Testing:

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Distraction Odor Samples

For the purpose of this standard, a distraction odor is any non-explosives odor that a canine may encounter in its operational environment. For example, if the canine routinely searches luggage, items commonly found in a suitcase, such as clothing, cosmetics, and various toiletries would be suitable distraction odors for this test. If the work environment for the operational canine varies, a selection of items from various categories, such as food (*human and pet*), health and beauty aids, and textiles would suffice.

ATTACHMENT 3 (TO APPENDIX B, SECTION C) INFORMATION ON PROPER HANDLING AND STORAGE OF EXPLOSIVES SAMPLES

Fresh explosives samples should be obtained for each testing session. These explosives must never have been used in any previous canine training or testing exercises. It is desirable that explosives samples used in the test be stored separately from the explosives used in training.

In order to guarantee accuracy and proficiency in explosives detection, safeguards must be in place to ensure that the canines are detecting explosives and not a contaminated sample. For example, if a training aid has been used for some time and is reused in the canine's proficiency test, the canine may actually be alerting to its own scent or the scent of the handler on the aid.

Care should be taken to avoid the cross-contamination of one explosives sample with the prevalent odor of another. This situation can occur when different explosives have been stored together for any amount of time in a common bunker without individual containment. The handler may have a false sense that the canine is training on several distinct odors, while in fact, the canine is training only on one or two odors.

It is critically important that every effort be made to keep the explosives used in training and testing uncontaminated from other odors, whether from other explosives or from other materials with distinct odors that could be picked up by the explosives.

Proper Handling

All explosives samples used during this test must only be handled by one designated person. The person handling the explosives samples must not handle any of the distraction odors. Explosives must not be handled with bare hands; disposable gloves must be used. The gloves must be used with only one explosives sample and then discarded.

The individual assigned to handle the distraction odors will also wear the same type of disposable gloves when handling the distraction odor samples.

The canine handler must not participate in the handling or placement of the explosives or distraction odors.

Explosives Storage Facility

Existing bunkers that have contained multiple explosives are most likely already contaminated. It is preferable to obtain pristine storage facilities that have never previously contained explosives. Other explosives should never be stored where dynamite, TNT, ammonium nitrate, or ANFO are, or have ever been, stored because these compounds tend to readily cross contaminate the other explosives.

The best storage method is to have separate dedicated storage facilities for each explosive. If this is not possible, the dynamite, TNT, and ammonium nitrate or ANFO should still be stored in individual dedicated facilities, with the other explosives properly contained in another facility.

Additionally, every effort should be made to separate plastic explosives marked with a detection agent from unmarked plastic explosives.

Regulatory Requirements

All industry and manufacturer safety requirements must be strictly followed. All handling, storage, and transportation of explosives must be in compliance with all Federal, State, and local laws.

For additional information on this standard, please send a written request from the agency supervisor, on official agency letterhead, to the Bureau of Alcohol, Tobacco and Firearms, Canine Operations Branch, 650 Massachusetts Avenue, Room 5100, Washington, DC 20226.

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The Bureau of Alcohol, Tobacco, and Firearms would like to acknowledge and formally thank the following agencies for their assistance, technical expertise, and recommendations; all of which contributed to the development of the Department of the Treasury Odor Recognition Proficiency Standard for Explosives Detection Canines:

Department Of Defense Military Working Dog Group

Federal Aviation Administration

United States Capitol Police

United States Secret Service

C.5 FILE APPENDIX C GENERAL QUALIFICATIONS FOR AMERICAN CONTRACTOR PERSONNEL.DOC

APPENDIX C (TO SECTION C) GENERAL QUALIFICATIONS FOR AMERICAN CONTRACTOR PERSONNEL

Must be an American citizen at least 21 years of age

Must have valid, current U.S. driver's license and U.S. tourist passport

Must have a personal and, if appropriate, military record without blemish

In the case of specific human intelligence threat post, the person must meet the minimum requirements as identified in Appendix E

Must be in good physical condition with no health deficiencies, either temporary or long-lasting, that would impair performance of duties. The contractor must submit evidence that employees have passed an equivalent physical fitness test prior to, and within 30 days of deployment. (See Section 5.0 of the statement of work for suggested specific fitness requirements.)

Must have up-to-date inoculations and a physical examination by a medical doctor for international travel in areas in which protective services are to be performed

Must be proficient in defensive driving techniques

Must be familiar with and have had formal training in first aid procedures

Must be able to obtain and maintain either a Personnel Security clearance or High Risk/Moderate Public Trust as stated in Appendix J

Meet minimum firearms proficiency pre-requisites, including formal training on:

Familiarity with every weapon used by a PRS detail

Familiarity with weapons safety concerns and procedures

Have fired each weapon at an acceptable level of proficiency

The weapons training may have been at:

A federal, state, or local police weapons training facility

A military weapons training facility

An NRA certified or equivalent weapons training program

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C.6 FILE

APPENDIX D GENERAL QUALIFICATIONS FOR LOCAL AND TCN
PERSONNEL.DOC

APPENDIX D
(TO SECTION C)
GENERAL QUALIFICATIONS FOR LOCAL (HOST COUNTRY) AND
THIRD-COUNTRY FOREIGN NATIONALS

Must be at least 21 years of age

Must have, or be able to obtain a valid, current local (in country where detail is to perform) or international driver's license

Third-country foreign nationals must have a current passport from country of origin

Must have a personal and, if appropriate, military record without blemish

Based upon information identified in security reports, the U.S. Government reserves the right of refusal on all foreign national contractor employees proposed to perform or performing protective or guard services under this contract

Must be in good physical condition with no health deficiencies, either temporary or long-lasting, that would impair performance of duties under this contract. The contractor must submit evidence that employees have passed an equivalent physical fitness test prior to, and within 30 days of deployment. (See Section 5.0 of the statement of work for suggested specific fitness requirements.)

Must have the required, up-to-date inoculations for international travel in areas in which protective or guard services are to be performed

Must be qualified and current in weapons normally carried by law enforcement officers, e.g., semi-automatic pistol, sub-machine guns, and police riot guns. Firearms currency shall be certified by contractor prior to use of foreign nationals on protective or guard details

Must be proficient in defensive driving techniques

Must be familiar with and have had some formal training in first aid procedures

Must be able to obtain and maintain a High Risk/Moderate Public Trust as stated in Appendix J

Must meet minimum firearms proficiency pre-requisites, including formal training on:

Familiarity with every weapon used by a PRS detail

Familiarity with weapons safety concerns and procedures

Have fired each weapon at an acceptable level of proficiency

The weapons training may have been at:

A federal, state, or local police weapons training facility

A military weapons training facility

An NRA certified or equivalent weapons training program

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C.7 FILE APPENDIX E REQUIREMENTS AND PROCEDURES FOR SECURITY CLEARANCES.DOC

APPENDIX E (TO SECTION C) REQUIREMENTS AND PROCEDURES FOR PROCESSING SECURITY CLEARANCES

1. Contractor Facility Clearance

The Offerors/Contractors must currently possess or be able to obtain a TOP SECRET facility security clearances issued by the Defense Security Service in accordance with the National Industrial Security Program Operating Manual (DOD 5220.22-M).

2. Personnel Security Clearance/Background Investigations

Personnel Security clearance investigations as well as High and Moderate Risk Public Trust investigations will be conducted by Diplomatic Security for all U.S. citizens/local nationals or third country nationals performing on this contract and subsequent Task Orders.

All contractor personnel performing on this contract must possess one of the following:

- Personnel Security clearance issued by Diplomatic Security Service (DS/SI/PSS)
- Diplomatic Security Service's determination of eligibility for moderate risk public trust position or high risk public trust position
- Investigative checks conducted by regional security officers (RSOs) of local nationals or third country nationals shall be equivalent to the required Public Trust position being filled by the employee

The specific requirements are cited in Appendix J.

2.1 Investigations to be Conducted by the Diplomatic Security Service

All requests for personal security clearances should be submitted at least 30 days prior to the start of the person's training to improve the chances of the clearance being approved by class graduation. The following are the requirements and procedures for initiating action for the Diplomatic Security Service to conduct investigations of the contractor personnel:

- Complete contractor screening of all personnel prior to submission to DS
- Delete unacceptable applicants from the rest of the clearance process
- All personnel will be required to have a personnel security clearance or be approved for a high/moderate risk public trust position – see Appendix J
- Prior to assignment to this contract, the contractor must submit the following forms:
 - Standard Form 86 (Questionnaire for National Security) via the Electronic Personnel Security Questionnaire (EPSQ) or its equivalent. (See Attachment (1) to this appendix for instructions pertaining to SF 86)
 - Standard Form 85-P – (Questionnaire for Public Trust Positions) - Public Trust Investigations (see Attachment 2 to this appendix for instructions pertaining to SF 85-P)
 - Standard Form 85-PS – (Supplemental Questionnaire for Selected Positions) - Public Trust Investigations
 - (2) FD-258 Fingerprint Cards – All investigations (Provided by Department of State)
 - DS Form 4002, (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) – All investigations
 - DD Form 214 (Certificate of Release or Discharge from Active Duty) for former military personnel (copy), all investigations
 - DS Form 7601 (Authorization to Conduct Criminal History Inquiry for Spouse or Cohabitant) - Required for employees requiring a TOP SECRET Security Clearance
 - Foreign Relatives, Friends, and Associates Form (see Attachment 3 to this appendix)
 - Proof of location and date of birth including, but not limited to, certified birth certificate, notarized hospital record, etc.

The Government reserves the right to require the use of different forms.

These forms should be hand-carried or sent by courier to the:

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Industrial Security Division
Bureau of Diplomatic Security, DS/IS/IND, SA-20
1801 North Lynn Street
Rosslyn, Virginia 22209

A preliminary background check will be conducted in conjunction with security clearance processing or investigation for determining high/moderate public trust.

Those personnel who require security clearances may not perform on this contract until their security clearance has been issued. An interim clearance is acceptable for contract performance.

Those personnel who require a Public Trust determination, may be eligible for assignment to this contract upon completion of a favorable preliminary investigation.

Those who require a Public Trust determination whose preliminary investigation is unfavorable, will not be approved for contract assignment until their investigation is favorably adjudicated. A personal interview will be conducted if deemed necessary by the Bureau of Diplomatic Security.

If the contractor employee does not pass the investigation to determine public trust, or if issues are raised during the personal interview or investigation, he/she must be removed from the contract at no cost to the government.

Public trust investigations are valid for five years. All personnel performing on a contract requiring the public trust investigation will need to re-submit necessary paperwork prior to the investigation's expiration date to ensure continuous uninterrupted performance on the contract. At this time, another preliminary background check will be conducted prior to submitting paperwork for the investigation.

If an unfavorable result of this check is returned the contractor employee must be removed from their position pending re-adjudication of the investigation.

2.2 Visit Request/Visit Terminations/Resignations

When an employee is terminated or resigns and is no longer performing on the contract, the contractor must notify DS/IS/IND so their access can be terminated and, if an investigation is still pending, the investigation can be cancelled.

2.3 Non-US Citizens

Non-U.S. citizens performing on the contract/task order must be investigated and approved by the Agent in Charge/Regional Security Officer at the location where the individual is assigned.

As an exception to the paragraph above, non-US Citizens will not be approved for contract assignment until the Public Trust determination is completed and favorably adjudicated by DS/SI/PSS, unless an exception is granted by DS/IS/IND.

2.4 Adverse Information

The contractor shall report any adverse information pertaining to contractors assigned to the contract, in any capacity, to DS/IS/IND immediately.

2.5 Prior Security Clearances

Department of State will not accept security clearances granted by other U.S. Government Agencies for this contract. All employees to perform on this contract must submit the appropriate security clearance documents to DS/IS/IND for security clearance processing.

3. Minimum Personnel Security Requirements for Specific Human Intelligence Threat Posts

3.1 HUMINT Threat Post -- In Excess of Sixty Days

The security requirements in Appendix J are applicable to all assignments, though assignments to specific human intelligence threat posts must also meet additional criteria.

Specifically designated cleared contractor personnel who will perform tasks at specific human intelligence (HUMINT) threat posts for a period in excess of sixty (60) days or who will make cumulative visits in excess of sixty (60) days during a one-year period must possess a final TOP SECRET personnel security clearance and undergo a favorable DS review. (The COR will provide the list in the Task Order of specific HUMINT threat posts.) Note: The 60-day period is cumulative within one year.

3.2 Approval by DS

All assignment to designated intelligence threat posts must be approved by DS.

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ATTACHMENT I
(TO APPENDIX E, SECTION C)

PLEASE READ ALL THE FOLLOWING BEFORE COMPLETING YOUR SF-86

SECRET & TOP SECRET PROCESSING

To facilitate the processing of your security clearance background investigation, which is a requirement of the position for which you have applied, please complete the forms and/or submit the following information with your package. Completion of the Standard Form 86 (Questionnaire for National Security Position) and other appropriate documentation for security clearance processing is imperative.

Although you may have to do some research to obtain the required needed information, it will help Diplomatic Security (DS) tremendously in expediting your security clearance background investigation. The following guidance is provided for your assistance in completing your package:

STANDARD FORM 86 (SF-86): Every section of this form must be completed in detail and all signature pages with an original signature (where requested). Failure to complete the form properly or having the required signatures will result in your clearance not being initiated until all information is received.

Form must be completed going back 10 years. If you do not go back 10 years, it will slow down the processing time of your background investigation. The SF-86 form requests information back 7 years for employment and residence; however, to comply with the investigative standards, 10 years is required.

Citizenship of yourself and "immediate" family members (spouse, children, mother, father, brothers and sisters). If you or any of your "immediate" family members were born outside the United States, please ensure you annotate on the form, or separate sheet of paper, the appropriate manner of how U.S. citizenship was obtained (i.e., naturalization, derived or born abroad of U.S. parents). Please provide copies of naturalization certificates, citizenship certificate or report of birth abroad for your parents, yourself, your children, brothers and sisters, if at all possible. A copy of a U.S. passport will suffice to show proof of U.S. citizenship. Which ever is available will be accepted. If family members are not U.S. citizens and have an alien registration number from the INS, please provide that number. Your U.S. citizenship and that of your immediate family members have to be verified by DS.

Under question 8d, please annotate whether you are a dual citizen with another country or annotate "none" instead of N/A for question 8d.

If you are a dual citizen, please complete the enclosed memorandum concerning exercising your rights of a citizen of another country while holding a security clearance. (See Section J, Attachment D).

All residences (the actual physical address – no P.O. Box number or APO address) need to be annotated. There should be no gaps in the months/years. If you were traveling for a couple of months, fully explain where you went and how long you were there. Annotate who can corroborate your travel and activities during these periods. Provide name address and contact phone number. All housing at colleges and universities should be listed separately by year. The specific building and room number should be annotated.

All employments should be listed in appropriate order and in detail. If there were periods of unemployment, those periods must also be annotated appropriately under code "7." A listed verifier will also be listed with their name, address, and contact phone number. Periods as a full-time student do not need to be annotated in the employment section because that is listed under question 10 (where you went to school). Remember no gaps between listed employments, unemployment, and school.

All current and all former spouses will be annotated. If the location of a former spouse is unknown, provide the names and addresses of your former in-laws in the remarks section so they may be contacted.

Selective service numbers are required for males born after December 31, 1959 in question 20. If you do not know your selective service number, you can obtain it by calling 1-847-688-6888 and obtain the number from the automated system or by going to the website https://www4.sss.gov/regver/verif_response.asp. Not registering for the Selective Service is a felony.

SIGNED CREDIT RELEASE: The DS 4002 is required to obtain a copy of your Credit Bureau Report. Credit check is required under the investigative standards.

One of the biggest problems with applicant is adverse credit. If you have or had adverse credit, please try to locate any documentation to support your claims during your interview. This could include letters sent to or received from creditors and copies of canceled checks etc.

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SIGNED DS 7601: If married to a U.S. citizen and applying for a Top Secret clearance, the spouse must sign the DS Form 7601 for appropriate checks.

COPY OF BIRTH CERTIFICATE: A copy of your birth certificate should be sent in with the package. Do not send in the original.

COPY OF PASSPORT: A copy of your U.S. passport is requested to assist in corroborating citizenship. If you possess a copy of a foreign passport (current or expired), provide a copy.

COLLEGE TRANSCRIPTS: Please provide a copy of your college transcripts, if you have a copy.

U.S. CITIZENSHIP: Reiterated again here, for any "immediate" family members who were born abroad, please annotated the manner in which they obtained their U.S. citizenship. All U.S. citizenship needs to be verified and your assistance will greatly speed up this process. Copies of citizenship forms or U.S. passport would enhance the process, but if you can not obtain them, it will not stop your package from being processed. We are only asking for your assistance.

FOREIGN RELATIVES: If you or your spouse have any foreign relatives whether residing in the U.S. or abroad, please provide a separate listing that includes the following: (a) their full names, dates and place of birth; (b) current address; (c) country of citizenship; (d) occupation; (e) current employer; (f) whether they now or in the past have worked for a government agency, police, security or intelligence organization, if so what; (g) types of contact you have with them (i.e., phone, email, none etc), how often and date of last contact. (See Attachment (3))

FOREIGN SPOUSES AND THOSE IN A "SPOUSE-LIKE" RELATIONSHIP WITH A FOREIGN NATIONAL: The Department requires that a SF-85P and SF-85PS be completed on all foreign spouses and foreign national individuals that are in a "spouse-like" relationship with a Department applicant that requires a security clearance (secret or top secret.) This does not apply to individuals who are foreign born and now an U.S. citizen. This only applies to non-U.S. citizens. Please complete it in detail and provide it with your package. The SF-85P should also be completed back 10 years.

FINGERPRINT CARDS (FD258): Provide two completed cards. Ensure you fill in all the required sections and you and the person fingerprinting you sign the card. *Please ensure the prints are rolled and you can see the "ridges" otherwise the cards will be rejected and another set obtained.*

The objective of these instructions is to assist you in processing your package. A little time invested in obtaining all the required information will greatly enhance the subsequent processing of your clearance.

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**ATTACHMENT 2
(TO APPENDIX E, SECTION C)**

PLEASE READ ALL THE FOLLOWING BEFORE COMPLETING YOUR SF-85P

MODERATE & HIGH RISK PUBLIC TRUST PROCESSING

To facilitate the processing of your public trust background investigation which is a requirement of the position for which you have applied, please complete the forms and/or submit the following information with you package. Standard Form 85P (Questionnaire for Public Trust Positions) and other appropriate documentation for public trust processing to include the SF-85PS, is imperative.

Although you may have to do some research to obtain the required needed information, it will help Diplomatic Security (DS) tremendously in expediting your security clearance background investigation. The following guidance is provided for your assistance in completing your package:

STANDARD FORM 85P (SF-85P): Every section of this form must be completed in detail and all signature pages with an original signature (where requested). *Failure to complete the form properly or having the required signatures will result in your processing not being initiated until all information is received.*

Form must be completed going back 5 years for MODERATE RISK. If you do not go back the appropriate number of years, it will slow down the processing time of your background investigation.

Form must be completed going back 10 years for HIGH RISK. If you do not go back the appropriate number of years, it will slow down the processing time of your background investigation.

Citizenship of yourself and "immediate" family members (spouse, children, mother, father, brothers and sisters). If you or any of your "immediate" family members were born outside the United States, please ensure you annotate on the form, or separate sheet of paper, the appropriate manner of how U.S. citizenship was obtained (i.e., naturalization, derived or born abroad of U.S. parents). Please provide copies of naturalization certificates, citizenship certificate or report of birth abroad for your parents, yourself, your children, brothers and sisters (if at all possible.)

A copy of a U.S. passport will suffice to show proof of U.S. citizenship. Which ever is available will be accepted. If you or your family members are not U.S. citizens and have an alien registration number from the INS, please provide that number. Your U.S. citizenship or legal status for you and your immediate family members has to be verified by DS.

All residences (the actual physical address – no P.O. Box number or APO address) need to be annotated. There should be no gaps in the months/years. If you were traveling for a couple of months, fully explain where you went and how long you were there. Annotate who can corroborate your travel and activities during these periods. Provide name address and contact phone number. All housing at colleges and universities should be listed separately by year. The specific building and room number should be annotated.

All employments should be listed in appropriate order and in detail. If there were periods of unemployment, those periods must also be annotated appropriately under code "7." A listed verifier will also be listed with their name, address and contact phone number. Periods as a full-time student do not need to be annotated in the employment section because that is listed under question 10 (where you went to school). Remember no gaps between listed employments, unemployment, and school.

All former spouses will be annotated on a separate sheet of paper as there is an investigative requirement if you are processing for a High Risk Public Trust position. If the location of a former spouse is unknown, provide the name(s) and address(es) of your former in-laws too.

Selective service numbers are required for males born after December 31, 1959. If you do not know your selective service number, you can obtain it by calling 1-847-688-6888 and obtain the number from the automated system. Not registering for the Selective Service is a felony.

SIGNED CREDIT RELEASE: The DS 4002 is required to obtain a copy of your Credit Bureau Report. Credit check is required under the investigative standards.

[One of the biggest problems with applicant is adverse credit. If you have or had adverse credit, please try to locate any documentation to support your claims during your interview. This could include letters sent to or received from creditors and copies of canceled checks etc.

COLLEGE TRANSCRIPTS: Please provide a copy of your college transcripts, if you have a copy.

FOREIGN RELATIVES: If you or your spouse have any foreign relatives whether residing in the U.S. or abroad, please provide a separate listing that includes the following: (a) their full names, dates and place of birth; (b) current address; (c)

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country of citizenship; (d) occupation; (e) current employer; (f) whether they now or in the past have worked for a government agency, police, security or intelligence organization, if so what types of contact(s) you have with them (i.e., phone, email, none etc), how often and date of last contact. (See Attachment (3) above.)

FINGERPRINT CARDS (FD258): Provide two completed cards. Ensure you fill in all the required sections and that you and the person fingerprinting you sign the card. *Please ensure the prints are rolled and you can see the "ridges" otherwise the cards will be rejected and another set obtained.*

The objective of these instructions is to assist you in processing your package. A little time invested in obtaining all the required information will greatly enhance the subsequent processing of your clearance.

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COR Pre-screening

The Contractor shall submit the resumes of all individuals being considered for jobs under this contract to the COR. The COR will conduct an initial screening for acceptability into the Contractor's screening process. The COR will notify the Contractor of the results of this pre-screening.

Contractor Screening

Note: The screening accomplished by the Contractor is intended to determine whether or not the applicant can satisfy the following:

- Ability to obtain the appropriate security clearance/public trust determination
- Ability to satisfactorily pass the DS training curriculum
- Ability to physically and mentally perform the duties of the position for which the applicant is applying
- Suitability to represent the US Department of State in on-duty and off-duty situations

The Contractor shall conduct a thorough screening of individuals accepted by the COR for the screening process. The Contractor's screening process shall include, but not be limited to:

- Available past work history
- Police records check, if available
- Review of DD 214, if applicant is ex-military
- Credit Check
- Psychological screening
- Physical fitness determination
- Medical check-up, including stress test

Selection of Candidates and Submission to COR

The Contractor shall review the results of the applicant screening and select those that pass the Contractor's screening criteria (Part of DS approved Contractor Screening Process, Sub-Service Area 4.3.1.2). Upon selection, the Contractor shall submit the list of candidates along with the results of the Contractor's screening process for each submitted individual, to the COR.

C.9 FILE APPENDIX H FIREARMS QUALIFICATION RECORD FORM.DOC

APPENDIX H
(TO SECTION C)
FIREARMS QUALIFICATION RECORD FORM

UNITED STATES DEPARTMENT OF STATE
BUREAU OF DIPLOMATIC SECURITY
FIREARMS TRAINING UNIT
FIREARMS QUALIFICATION RECORD FORM

=====

DATE ____/____/____ LOCATION ____

=====

NAME _____	HANDGUN QUAL SCORE _____
ISSUED HANDGUN TYPE _____	RIFLE QUAL SCORE _____
SIG () GLOCK () _____	SHOTGUN QUAL SCORE _____
SERIAL# _____	SMG QUAL SCORE _____
SSN ____/____/____ OFFICE _____	OTHER _____

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b. Guard personnel will, at all times, maintain a neat and clean appearance and, while on duty, be fully dressed in the prescribed guard uniform and equipment. Guards will be subject to inspection at any time.

c. The guards must not participate in or support any activities, which would be disruptive to the performance of their duties or would decrease the efficiency of the guard force operation.

d. Guard personnel will perform only those security duties identified by the guard portion of the WPPS contract, applicable Task Orders, and the AIC. Guards will not perform any other non-security related or unauthorized functions during duty hours, i.e., gardening, housekeeping chores, maintenance duties, or any other duty or act which distracts the guard from his/her intended purpose.

e. Where appropriate, guards will maintain in a neat, orderly, legible fashion, all log books, ledgers, record books, incident reports, or any other written record of duties performed or of any security event.

f. Guard personnel will not offer or divulge any information about Facility operations or personnel to anyone. Report immediately to their Supervisor and the AIC any attempt by individuals to solicit information regarding U.S. Government personnel or facilities.

g. The relief guard will take complete charge of duties from the guard he/she relieves, including the Post Log Books and all other equipment maintained at the post.

h. Guards will brief and pass on any special instructions to their relief guard concerning outstanding or significant events that occurred during the previous shift.

i. Guards will be alert to their surrounding area and report to the Senior Guard, Shift Commander or Supervisor any vehicles or individuals acting in a suspicious manner.

j. Guard personnel will control access to U.S. Government facilities and properties, protect life, maintain order, resist criminal attacks against Mission personnel, visitors, dependents and property, and resist any other form of violent attacks against same to include terrorist attacks all in accordance with Departmental and Mission policies.

k. Guard personnel will intercept, identify, and make the proper log entries for visitors and other appropriate persons to U.S. Government facilities. Further, guards will conduct inspections of persons, property, or vehicles, confiscate unauthorized items, and issue appropriate access control identification badges according to Departmental and Mission policies.

l. Guards will ensure that only authorized persons displaying a valid form of identification and legitimate visitors enter the area they are assigned to protect. Guards will not hesitate to challenge persons who do not have proper identification or who attempt to avoid specified access control procedures or policies.

m. Guard personnel will conduct periodic, non-routine inspections of their areas of responsibility and immediately report any unusual incident or circumstances, or emergency situation to the Senior Guard, Supervisor or Guard Force Commander, and the AIC.

n. Guards will not leave their assigned post until a relief guard properly relieves them.

o. Guard personnel will maintain a high standard of professionalism while on duty. Guards will be polite and courteous in the performance of their duties. They will not use abusive language, be late for work, or be inattentive. Guard personnel will not act in any manner detrimental to the reputation of their company or the United States Government.

p. Guard personnel at U.S. Government facilities must be able to demonstrate a working knowledge of Post's emergency action plans (fire, bomb, intruder, etc.). Basic training in emergency action response will be the responsibility of the Contractor.

q. Guard personnel will comply with all orders or instructions given to them by the Senior Guard, Shift Commander, Supervisor and the AIC.

r. Guards will not abuse their authority for personal or monetary gain.

s. Guard personnel will not gamble or engage in any illegal activity while on duty or while in uniform.

t. Guard personnel will not provide information about U.S. Government personnel or facilities to anyone without the specific approval of the AIC.

u. All guards will get a 15 minute break once every 4 hours during the tour of duty to allow for comfort, personal needs, stress, or other required or requested absences from the Exhibit A assigned post. Meal breaks shall be scheduled at an appropriate time during tour of duty and shall be at a minimum 30 minutes in length. The guard on duty is responsible for ensuring a proper post relief takes place including passing all pertinent information and the turn over all post property prior to departing post. Guards who leave with post property will be responsible for returning it immediately.

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4. Guard Conduct

- a. General and Post Orders: The local guards will follow the General Orders and Post Orders for each guard post.
- b. Report for Work: Guard personnel will be punctual in reporting for duty at least 15 minutes prior to the start of each shift. During this time, the guards will participate in Roll Call Training as directed by the Shift Commander. The oncoming relief will secure on time to insure their presence at the assigned posts.
- c. Honesty: The guards will not remove any item from an office, room, or compound, except under the instructions of his or her Supervisor, or the AIC.
- d. Proper Use of Official Time: Guards will remain alert and vigilant at all times. They will not nap or sleep on post, engage in personal conversations in person or on the telephone, read newspapers, watch TV or attend to any other personal business during duty hours. Engaging in any of these activities may be cause for immediate dismissal. The guards will report to the Guard Supervisor when their assignments are accomplished.
- e. Responsibility for Assigned Uniforms and Equipment: The guards are responsible for the uniforms and equipment assigned to them and for property and real items in their custody. The guards will wear clean, neat, and complete uniforms while on duty.
- f. Support of the U.S. and Host Government Relations: The guards must not become involved in any activities which would prompt public criticism, or cause discredit or interference with U.S. -Host Government Relations.
- g. Personal Activity on Post: The guards will not engage in any unofficial business on post; i.e., soliciting, canvassing, peddling, sales promotion of a commercial item, loan money for interest and etc.
- h. Sexual Harassment: Guard personnel will not engage in any conversation or activity that may be interpreted as sexual harassment against members of the opposite sex.
- i. Countermanding of Orders: Any countermanding of orders by anyone other than the AIC or his designated representatives, must be reported to the Guard Supervisor and to the PSG.
- j. Guard Post Bound Logs: To maintain the Post Log upon assuming duty, during the time assigned, and at the time of relief as prescribed in the General Orders.
- k. Incident Reports: To prepare immediately an Incident Report after observing a security incident. The Incident Report is given to the Guard Force Commander or Supervisor during post inspection.
- l. Report to the PSG: To report immediately to the AIC through the Senior Guard, Guard Force Commander or Supervisor any attempt to elicit information regarding any of the programs or personnel.
- m. Surveillance Detection: Guards will be aware of and attempt to detect surveillance directed at U.S. Government facilities and personnel. If surveillance is detected, the information will be entered in the Log Book and an Incident Report will be prepared. The Supervisor and AIC will be notified immediately.

5. Alcoholic Beverages/Narcotics and Dangerous Drugs

- a. The drinking of intoxicating beverages on duty, or eight hours prior to assuming duty by guard personnel, is prohibited. Any guard who is incapacitated, or who has consumed alcoholic beverages during this period, will not be posted on duty. Guards will not drink alcoholic beverages on duty or off duty while in uniform.
- b. Relief by an intoxicated person is prohibited. If a guard has reason to believe that their relief is intoxicated, they will not allow themselves to be relieved and will immediately notify the Senior Guard, Guard Force Commander or Supervisor.
- c. The use of illegal substances, such as narcotics, dangerous drugs, marijuana, hashish, etc., at any time, by members of the guard force, is strictly prohibited. Any guard who is observed using, or possessing an illegal substance shall be removed from the Local Guard Force immediately.
- d. When a guard is required to take medication on the order of his/her physician, the Guard Supervisor must be notified. Where it is determined that such medication may adversely affect the guard's ability to perform his/her duties, the guard will be prohibited from being assigned to post.

6. Roll Call Training

Roll Call Training will be conducted for ten to fifteen minutes when the guards report for duty. The training will emphasize retention of learned skills. The Guard Force Commander or the Supervisor is responsible for Roll Call for his/her shift on a daily basis. Subjects for Roll Call Training may include surveillance detection, bomb search methods, baton and handcuffing training, body search methods and review of General and Post Orders.

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7. Post Logs

Each guard post is provided with a Post Log. Post Logs provide specific instructions relative to the guard service to be provided at the guard post. It is the responsibility of each guard assigned to maintain the Post Log in the following manner:

- a. Upon assuming the duty, the guard must enter the time, date, and his/her name.
- b. Upon assuming duties at a post, the relief guard will inspect the post to insure that all guard equipment and supplies are present, and that all guard/security equipment is in good working condition. Such equipment may include telephones, radios, flashlights, vehicle inspection mirrors, hand-held metal detectors (HHMDs)/walk-through metal detectors (WTMDs), CCTV monitors, and vehicle barriers. Any malfunctioning or broken security equipment will be noted in the Post Log and will be reported to the Guard Force Commander or Supervisor immediately, and an Incident Report prepared.
- c. During the time assigned, the guard is required to note the time and make an entry as to the nature of any event considered to be of a security nature. Examples are: an attempt to enter the facility or destroy government property by an outsider; and direct attacks by force on the guard post or guard personnel.
- d. Where any security event occurs, the guard:
 - (1) Notifies his Supervisor and others as instructed in the Post Orders.
 - (2) Makes the appropriate entry in the Post Log.
 - (3) Prepares an Incident Report.
 - (4) Reports orally to the Guard Force Commander or Supervisor at the time of the next post inspection and provides him/her the Incident Report
- e. During the time assigned, when the Supervisor provides specific instructions for the guard, such instructions are to be entered in the log, with the time indicated when they are received.
- f. If, at any time, a guard is relieved on post for any reason, the guard assigned in relief must enter the time, his/her name, and the reason for the relief.
- g. At the end of the assigned tour of duty, the guard must initial the log, assuring that all entries have been made properly during his period of assignment.
- h. Guards will not falsify or unlawfully conceal, remove, mutilate or destroy any official document such as Post Logs or Incident Reports.

8. Responsibility of the Shift Supervisor

The Shift Supervisor is responsible for assuring the Post Logs are properly maintained and that all appropriate entries are made in accordance with the foregoing instructions. At such time that the Shift Supervisor (or Post Inspector) visits a guard post he must:

- a. Inspect the guard post
- b. Examine the Post Log
- c. Enter the time
- d. Sign his/her name attesting to the fact that he/she has successfully completed his/her inspection and that there have been no deficiencies.

9. Official Incident Report

- a. An Incident Report will be prepared in all cases where an incident arises which are not of a routine nature. The report will be available to the AIC within 24 hours of the incident.
- b. An Incident Report will be prepared as a supplemental report to the required entries in the Post Log. In no case will they be utilized in lieu of an entry in the Post Log.
- c. It is important that all available information be recorded. Frequently, this is the sole source of information on which a more complete investigation can be based. Accuracy is of prime importance in all cases.
- d. When it appears that immediate action is required concerning any incident, which arises, the Guard Supervisor, the Guard Force Commander, the Security Control Center (SCC) and the PSG will be notified at once.

10. Salute

Guard personnel are not to salute pedestrians or vehicles.

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4. Guard Conduct

- a. General and Post Orders: The local guards will follow the General Orders and Post Orders for each guard post.
- b. Report for Work: Guard personnel will be punctual in reporting for duty at least 15 minutes prior to the start of each shift. During this time, the guards will participate in Roll Call Training as directed by the Shift Commander. The oncoming relief will secure on time to insure their presence at the assigned posts.
- c. Honesty: The guards will not remove any item from an office, room, or compound, except under the instructions of his or her Supervisor, or the AIC.
- d. Proper Use of Official Time: Guards will remain alert and vigilant at all times. They will not nap or sleep on post, engage in personal conversations in person or on the telephone, read newspapers, watch TV or attend to any other personal business during duty hours. Engaging in any of these activities may be cause for immediate dismissal. The guards will report to the Guard Supervisor when their assignments are accomplished.
- e. Responsibility for Assigned Uniforms and Equipment: The guards are responsible for the uniforms and equipment assigned to them and for property and real items in their custody. The guards will wear clean, neat, and complete uniforms while on duty.
- f. Support of the U.S. and Host Government Relations: The guards must not become involved in any activities which would prompt public criticism, or cause discredit or interference with U.S. -Host Government Relations.
- g. Personal Activity on Post: The guards will not engage in any unofficial business on post; i.e., soliciting, canvassing, peddling, sales promotion of a commercial item, loan money for interest and etc.
- h. Sexual Harassment: Guard personnel will not engage in any conversation or activity that may be interpreted as sexual harassment against members of the opposite sex.
- i. Countermanning of Orders: Any countermanning of orders by anyone other than the AIC or his designated representatives, must be reported to the Guard Supervisor and to the PSG.
- j. Guard Post Bound Logs: To maintain the Post Log upon assuming duty, during the time assigned, and at the time of relief as prescribed in the General Orders.
- k. Incident Reports: To prepare immediately an Incident Report after observing a security incident. The Incident Report is given to the Guard Force Commander or Supervisor during post inspection.
- l. Report to the PSG: To report immediately to the AIC through the Senior Guard, Guard Force Commander or Supervisor any attempt to elicit information regarding any of the programs or personnel.
- m. Surveillance Detection: Guards will be aware of and attempt to detect surveillance directed at U.S. Government facilities and personnel. If surveillance is detected, the information will be entered in the Log Book and an Incident Report will be prepared. The Supervisor and AIC will be notified immediately.

5. Alcoholic Beverages/Narcotics and Dangerous Drugs

- a. The drinking of intoxicating beverages on duty, or eight hours prior to assuming duty by guard personnel, is prohibited. Any guard who is incapacitated, or who has consumed alcoholic beverages during this period, will not be posted on duty. Guards will not drink alcoholic beverages on duty or off duty while in uniform.
- b. Relief by an intoxicated person is prohibited. If a guard has reason to believe that their relief is intoxicated, they will not allow themselves to be relieved and will immediately notify the Senior Guard, Guard Force Commander or Supervisor.
- c. The use of illegal substances, such as narcotics, dangerous drugs, marijuana, hashish, etc., at any time, by members of the guard force, is strictly prohibited. Any guard who is observed using, or possessing an illegal substance shall be removed from the Local Guard Force immediately.
- d. When a guard is required to take medication on the order of his/her physician, the Guard Supervisor must be notified. Where it is determined that such medication may adversely affect the guard's ability to perform his/her duties, the guard will be prohibited from being assigned to post.

6. Roll Call Training

Roll Call Training will be conducted for ten to fifteen minutes when the guards report for duty. The training will emphasize retention of learned skills. The Guard Force Commander or the Supervisor is responsible for Roll Call for his/her shift on a daily basis. Subjects for Roll Call Training may include surveillance detection, bomb search methods, baton and handcuffing training, body search methods and review of General and Post Orders.

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7. Post Logs

Each guard post is provided with a Post Log. Post Logs provide specific instructions relative to the guard service to be provided at the guard post. It is the responsibility of each guard assigned to maintain the Post Log in the following manner:

- a. Upon assuming the duty, the guard must enter the time, date, and his/her name.
- b. Upon assuming duties at a post, the relief guard will inspect the post to insure that all guard equipment and supplies are present, and that all guard/security equipment is in good working condition. Such equipment may include telephones, radios, flashlights, vehicle inspection mirrors, hand-held metal detectors (HHMDs)/walk-through metal detectors (WTMDs), CCTV monitors, and vehicle barriers. Any malfunctioning or broken security equipment will be noted in the Post Log and will be reported to the Guard Force Commander or Supervisor immediately, and an Incident Report prepared.
- c. During the time assigned, the guard is required to note the time and make an entry as to the nature of any event considered to be of a security nature. Examples are: an attempt to enter the facility or destroy government property by an outsider; and direct attacks by force on the guard post or guard personnel.
- d. Where any security event occurs, the guard:
 - (1) Notifies his Supervisor and others as instructed in the Post Orders.
 - (2) Makes the appropriate entry in the Post Log.
 - (3) Prepares an Incident Report.
 - (4) Reports orally to the Guard Force Commander or Supervisor at the time of the next post inspection and provides him/her the Incident Report
- e. During the time assigned, when the Supervisor provides specific instructions for the guard, such instructions are to be entered in the log, with the time indicated when they are received.
- f. If, at any time, a guard is relieved on post for any reason, the guard assigned in relief must enter the time, his/her name, and the reason for the relief.
- g. At the end of the assigned tour of duty, the guard must initial the log, assuring that all entries have been made properly during his period of assignment.
- h. Guards will not falsify or unlawfully conceal, remove, mutilate or destroy any official document such as Post Logs or Incident Reports.

8. Responsibility of the Shift Supervisor

The Shift Supervisor is responsible for assuring the Post Logs are properly maintained and that all appropriate entries are made in accordance with the foregoing instructions. At such time that the Shift Supervisor (or Post Inspector) visits a guard post he must:

- a. Inspect the guard post
- b. Examine the Post Log
- c. Enter the time
- d. Sign his/her name attesting to the fact that he/she has successfully completed his/her inspection and that there have been no deficiencies.

9. Official Incident Report

- a. An Incident Report will be prepared in all cases where an incident arises which are not of a routine nature. The report will be available to the AIC within 24 hours of the incident.
- b. An Incident Report will be prepared as a supplemental report to the required entries in the Post Log. In no case will they be utilized in lieu of an entry in the Post Log.
- c. It is important that all available information be recorded. Frequently, this is the sole source of information on which a more complete investigation can be based. Accuracy is of prime importance in all cases.
- d. When it appears that immediate action is required concerning any incident, which arises, the Guard Supervisor, the Guard Force Commander, the Security Control Center (SCC) and the PSG will be notified at once.

10. Salute

Guard personnel are not to salute pedestrians or vehicles.

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11. Identification of Persons

All staff members or employees of the Facility are required to show proper identification or authorization before being permitted to enter the Compounds. Proper Identification to the Facility will be one of the following:

- a. U.S. Embassy ID Card
- b. U.S. Department of State ID Card
- c. Current U.S. Military ID Card or Department of Defense (DoD) Dependent ID Card
- d. All U.S. Passports
- e. Passes authorized by the PSG

12. Improper Identification Card or No Identification Card

- a. In the case of a person without an ID card or a person in possession of a card which differs from those listed in Section (11), the guard shall contact SCC on duty or AIC and state the circumstances involved.
- b. When notified that a visitor has arrived at the post, the guard will contact SCC on duty or AIC who will give permission for the visitor to proceed.

13. Telephone and Radio Communication

- a. The guard while on duty and handling official telephone calls or inquiries, will be courteous and polite and assist the caller if possible. All official information calls and inquiries will be referred to the proper person or the SCC on duty.
- b. Requests from Host Government Law Enforcement Agencies concerning personnel will be limited to acknowledging that the person is a member of the Facility staff only. If persons other than Facilities employees request telephone numbers, the caller will be referred to the SCC on duty.
- c. The telephone located on guard posts and radios issued to the guards or the guard posts, will be used for official business only.

14. Removal of Government Property

The guards shall be observant of all employees or visitors departing the facility compounds to prevent unauthorized removal of any U.S. Government property. A memorandum signed by the American supervisor will properly authorize any property being removed from the official facilities by Foreign Nationals or Third Country Nationals. The memorandum shall be retained by the guard and delivered to the Guard Force Commander or Supervisor at the time of his/her next post inspection. Additionally, Guard shall document in the post logbook entry, any property being removed from the official facilities by Foreign Nationals or Third Country Nationals

15. Safeguarding Official Information, Records, and Documents

The guards shall not disclose official information, records, and documents to unauthorized personnel. The guards shall not discuss the nature of their duties, nor repeat to others what they may have seen or heard while on duty except as necessary to conduct their duties. The guards shall provide correct and valid information and documents required in connection with their duties only to the Guard Force Commander and Guard Supervisor. Should the guards be questioned as to their duties by unauthorized personnel, they shall bring it to the attention of the AIC through the Guard Supervisor immediately.

16. The Use of Force

The use of force is defined as the physical application of violence upon or against a person in any way including the use of the baton. The baton (nightstick) serves as a defensive weapon for the guards. Its use by the guards is defined as follows:

- a. The baton will only be used after all non-violent efforts are exhausted to quell a disturbance at any post manned by the guards.
- b. It will only be used to protect the guard or persons on the post from actual bodily harm by another person or persons. The oral threat of bodily harm is insufficient justification for the use of the baton.
- c. Abusive and/or obscene language directed at the guard or a third party is insufficient justification for the use of the baton.
- d. Any person attempting to strike the guard, in the performance of duty or to forcibly detain him, causing a serious disturbance on the post by striking or assaulting the guard or another party, or in any way causing injury, constitutes sufficient justification to use the baton.

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- e. Only the minimum use of force necessary for the restoration of order is authorized.

17. The Use of Deadly Force

The use of deadly force is defined as the application of lethal force by use of a firearm upon a person attempting to inflict bodily harm to or threatening the life of the guard or another person.

The use of a firearm by local guards serves as a defensive weapon. The guard's use of a firearm to apply Deadly Force is justified as follows:

- a. Deadly Force will only be used after all non-violent efforts are exhausted to stop a life threatening disturbance at any post manned by the guards.
- b. Deadly Force will only be used to protect the life of the guard or person on the post from lethal bodily harm by another individual or individuals. The oral threat of bodily harm is insufficient justification for the use of Deadly Force.
- c. Abusive and/or obscene language directed at the guard or another individual is insufficient justification for the use of Deadly Force.
- d. Any person attempting to use lethal force on a guard, or lethally assaulting the guard or another individual, or in any way causing the death of another individual, constitutes sufficient justification for the use of Deadly Force.
- e. The use of Deadly Force represents the last resort by a guard for the restoration of order.

18. Fire Prevention and Reporting

The guards should frequently review the General and Post Orders in the event of an emergency. It is important that only correct and prescribed procedures are followed in order to minimize the emergency. More specific instructions, concerning emergencies, for each guard post are in the Post Orders.

- a. **General:** The objectives of fire prevention and reporting, in the order of their importance are to:
 - (1) If the guard discovers a fire, he/she should report it immediately and request assistance; inform SCC or activate the fire alarm, prior to attempting to extinguish the fire.
 - (2) Prevent the fire from starting.
 - (3) Inform employees in the immediate vicinity of the fire and order them to evacuate the area immediately.
 - (4) Prevent the loss of life and property in case a fire should start.
 - (5) Confine the fire to its place of origin.
 - (6) Secure all elevators, return to ground floor and throw "Emergency Stop" switches within the elevators.
- b. **Preventive Measures:**
 - (1) Proper fire prevention measures, coupled with common sense will prevent most fires from starting. It is imperative that the guard constantly be on the look out for fire hazards, particularly in waste cans and electrical equipment. Overloaded electrical outlets are among the leading causes of fire. Whenever a fire hazard is discovered, it will be immediately reported to the SCC, and the AIC through the Supervisor. Appropriate entries are to be made in the Post Log and an Incident Report will be prepared.
 - (2) Know where the various types of fire extinguishers are located, particularly those nearest to the guard's assigned post. Know which is appropriate for the type of fire being fought.
- c. **Know Whom to Contact:**

The following contacts shall be made in case of fire:

 - (1) Fire Department:
 - (2) The SCC and the AIC through the Guard Force Commander or Supervisor.
- d. **Sounding Alarm:** Once a fire is discovered, the first thing the guard(s) must do is to sound the fire alarm. Any person available may be instructed to sound the alarm while the guards carry out the instructions set forth in the preceding paragraphs. If an alarm system is not available, the guard(s) must shout "fire."
- e. All guards will read and must have full knowledge of the Facility Fire Plan.

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19. Bombs, Incendiary Devices, and Firearms

a. If a bomb or incendiary device, or what may have the appearance of a bomb or incendiary device, is discovered, the guard(s) should immediately clear the area and notify the SCC and the AIC through the Supervisor.

Under no circumstances should the guard touch or in any way disturb the suspicious article or package. DO NOT TOUCH or move any item suspected of being a bomb or incendiary device. The guard(s) should standby to prevent its being touched or disturbed by other persons. Employees working in the area where the suspicious article or package is located should be evacuated until the cause of the danger is removed. The general rule to follow is: "Clear the immediate area and call the appropriate authorities."

b. Explosive disposal assistance can be obtained by calling the SCC.

c. Should the guard(s) on duty receive a bomb threat from any source, he/she will immediately contact the SCC and the AIC through the Shift Commander or the Supervisor. If the guard receives a bomb threat, the guard will try to determine where the bomb is located, when the bomb is set to detonate, what it looks like, who placed the bomb and why the bomb was placed. The most important information is when the bomb is set to detonate and where the bomb is located. Other information like the description of the voice and background noise is important for the guard to determine. This information will be reported in the Post Log and an Incident Report prepared.

d. Should a bomb explode on or near the guard post, keep the area clear of people. REMEMBER, DURING THE CONFUSION OF A BOMB BLAST, THE GUARDS MUST STILL PROVIDE SECURITY FOR EMPLOYEES OR OTHER PEOPLE IN THE AREA.

e. The guards will not allow anyone to enter the Embassy compound or other official facilities, who has an open or concealed firearm, knife, explosive or any other type of weapon in his/her possession except for authorized personnel. The guards will be especially watchful for attempted entry of firearms or explosives under cover. In the event such devices are detected, the guard will immediately report it to the SCC and the AIC through the Shift Commander or the Supervisor.

Failure to comply with any General Order will result in the permanent removal of the delinquent guard.

20. Chemical and/or Biological Awareness and Countermeasures

a. All guard personnel shall stay on alert for indications of Chemical and/or Biological Attack or Agent, which could include the following:

- (1) Unusual liquid sprays or vapor, suspicious devices, unexplained droplets, or oily film on surfaces.
- (2) Unexplained odors or low flying clouds/fog unrelated to weather, some of which would be similar in scent to bitter almonds, peach kernels, newly mown hay or green grass.
- (3) Large numbers of strange or un-seasonal insects or vermin not typical for the time of day or year.
- (4) Individuals displaying symptoms of nausea, difficulty breathing, convulsions, disorientation or patterns of illness inconsistent with natural disease, unexplained blisters or rashes or sudden difficulty in seeing, especially dimness of vision while in broad daylight.
- (5) Unexplained casualties.

If any of the conditions identified above are discovered, the guard(s) must immediately clear the area and notify the SCC and the AIC through the Supervisor.

The guard must not touch or in any way disturb the suspicious article or package. DO NOT TOUCH or move any item suspected to be a possible chemical and/or biological device. The guard(s) should stand by to prevent its being touched or disturbed by other persons. Employees working in the area should be evacuated until the cause of the danger is removed. The general rule to follow is: "Clear the immediate area and call the appropriate authorities."

b. If the guard(s) on duty receives a chemical and/or biological threat from any source, the guard must immediately contact the SCC and the AIC through the Guard Force Commander or the Supervisor. Relay all pertinent information, including the type of chemical and/or biological agent, the location and time of the attack, if known, the description of the voice and background noise is important. This information will be reported in the Post Log and an Incident Report prepared.

c. If a chemical and/or biological threat or attack occurs, keep the area near the guard post clear of people. REMEMBER, DURING THE CONFUSION OF THIS TYPE OF ACT, THE GUARDS MUST STILL PROVIDE SECURITY FOR EMPLOYEES OR OTHER PEOPLE IN THE AREA.

d. The guards will not allow anyone to enter the Facility compound or other official facilities, who has an open or concealed firearm, knife, explosive or any other type of weapon or container that could carry chemical and/or biological agents in powder, liquid,

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5. DS Training Curriculum/Diplomatic Security Training Center (DSTC) Lesson Plans/Contractor Training Plans

5.1 Curriculum

- a. The outline of the DS training curriculum is provided in Attachment I to this appendix.
- b. Only DS approved training curriculum and DSTC Lesson Plans shall be used for training in DS personal protection security procedures.
- c. The Contractor shall maintain and update the training curriculum as follows:
 - Minor updates shall be at Contractor expense
 - Major updates shall be subject to negotiation between DS and the Contractor

5.2 Lesson Plans

The Contractor shall develop Training Plans that satisfy the DS Training Curriculum and (Attachment I to Appendix G. In the case of conflict the DSTC Training Curriculum takes precedence over the Contractor Training Plans.

5.3 Contractor Training Plans

Using the DS training curriculum as a source, the Contractor shall develop training plans for all of the courses described in this statement of work. The Contractor training plans shall satisfy the following specifications for format; and content.

5.3.1 Contractor Training Plan Format

Training Plans, prepared in accordance with Task Order instructions, shall be equal to or better than those used by DSTC. (See Attachment I to this appendix for a sample of a training schedule incorporated into training plans.) The Contractor shall develop two versions of each training plan. One version shall be the participant's version. The other shall be the instructor's version. The instructor's versions of the training plans shall provide guidance to the instructors, e.g., teaching points (points to be emphasized), special instructions, safety reminders, placement of slides/viewgraphs or other material and /or equipment. These notes shall be placed where appropriate throughout the training plans. Note: Best practice indicates that Instructor's Notes should be inserted into text boxes formatted with a border and a 10% grey shading to make them stand out and easily read.

5.3.2 Content

The Training Plans shall, at a minimum, address the following:

- A. What is the subject of the instruction?
- B. How will course be introduced? This section shall contain opening statements, the instructor's background, benefits of the subject to the student, and a training overview.
- C. What are the terminal and enabling performance objectives? (What must student(s) know or perform at the end of this period of instruction?)
- D. What is each of the module learning objectives? (What must the student know or be able to perform at the end of each chapter, each teaching point to be covered, and schedule of activities?)
- E. Who are the students?
- F. What is the maximum or minimum number of students?
- G. How much time is required to deliver this instruction?
- H. What is the method of instruction? (This must be an explicit, step by step description of the set-up and conduct of the training)
- I. Description of exercises. Each module shall indicate whether or not there are any chapter exercises. If there are any exercises, a step by step description of the exercises shall be provided, including practical (classroom) and/or laboratory or field exercises to be conducted. The descriptions shall include the complete exercise scenario, standards, exercise conditions, and pass/fail criteria. The enabling objectives that the exercises support must be clearly identified. If there is no practical exercise in the chapter, the word "NONE" shall be written. If there is no laboratory or field exercise in a chapter, the word "NONE" shall be written.
- J. Each module must indicate whether or not there is an assignment that supports the main teaching points of the chapter. If there is a module assignment, it shall be described in detail. If there is no assignment in this section, the word "NONE" will be written.
- K. What types of locations are required?
- L. What equipment/logistics are needed?
- M. What audio visual media are used?
- N. What audio visual equipment is needed?
- O. What kind of training aids and materials are needed?

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ATTACHMENT 2
(TO APPENDIX G, SECTION C)

Instructor Resume Form

NAME:
ADDRESS:
TELEPHONE #'S:
DATE/PLACE OF BIRTH:
CITIZENSHIP:
CURRENT OCCUPATION:
EMPLOYER:
HEIGHT:
WEIGHT:
CLEARANCE LEVEL (if any):
SKILLS TO BE TAUGHT:
EXPERIENCE SUMMARY:

DETAILED WORK HISTORY (last ten years for all skills):

DATES:
NAME OF EMPLOYER:
ADDRESS OF EMPLOYER:
SUPERVISOR:
SUPERVISOR TELEPHONE:
SUPERVISOR E-MAIL ADDRESS:
NARRATIVE OF JOB DUTIES (id specific responsibilities):

SPECIFIC PROTECTIVE SECURITY EXPERIENCE (additional information if applying for a Protective Security Instructor position):

DATES (to-from):
NAME OF EMPLOYER:
ADDRESS OF EMPLOYER:
IMMEDIATE SUPERVISOR:
SUPERVISOR TELEPHONE:
SUPERVISOR E-MAIL ADDRESS:
FULLY IDENTIFY PROTECTEE, DUTIES AND RESPONSIBILITIES WHILE ON PROTECTIVE ASSIGNMENT:
(include size and configuration of detail and motorcade, indicate whether detail was armed or unarmed)

EDUCATION/TRAINING:

DATES:
NAME OF INSTITUTION:
ADDRESS OF INSTITUTION:
TELEPHONE OF INSTITUTION:
DIPLOMA/DEGREE OBTAINED:

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INSTRUCTOR CERTIFICATIONS

DATE:

INSTITUTION:

ADDRESS OF INSTITUTION:

TELEPHONE NUMBER OF INSTITUTION:

COURSE:

CERTIFYING OFFICIAL:

(PROVIDE COPIES OF CERTIFICATES)

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ATTACHMENT 4 (TO APPENDIX G, SECTION C)

Sample Lesson Plan Outline

LESSON TITLE

I. Lesson Overview

- A. Method/Length of Instruction – Type(s) of instructional method (lecture, demonstration, role play, small group, etc.) to be used in teaching this class and the time required.
- B. Description – General overview of the entire block of instruction. (“Why are we here today”)
- C. Terminal Performance Objective (TPO). (The overall purpose of the lesson, broken down into three parts:
 - what the student should be able to do when finished;
 - the conditions they must do it under; and
 - how we will know they did it correctly.)
- D. Enabling Performance Objectives (EPO). (The specific steps we are going to take to achieve the TPO.)
- E. Special Requirements – List any specific classroom, equipment, environmental, or safety concerns associated with this lesson. (projector for Powerpoint, safety glasses, hearing protection, protective floor mat, REDMAN gear, etc.)
- F. Method of Evaluation – Describe how the students will be tested to ensure mastery of material that was instructed. (written test, practical exam, physical assessment, workbook assignment, etc.)
- G. Instructional Aides – List the instructional materials needed for the students (supplies, handouts, textbooks, etc.).
- H. Reviewed by: (date and signature/Subject Matter Expert & CISD staff)
- I. Approved by: (date and signature/Branch or Division Chief)
- J. Instructed by: (date and signature/Instructor)

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II. Presentation

Introduction and opening statement.

Background of the instructor. (If the first time with this class).

Benefits to the students. ("Why the students should listen to the instruction.")

EPO #1

First teaching point.

Second teaching point.

Third teaching point.

EPO #2

First teaching point.

Second teaching point.

Third teaching point.

EPO #3

First teaching point.

Second teaching point.

Third teaching point.

(Continue as needed)

NOTE: Notes for the instructor's guidance can placed where appropriate throughout the lesson plan. The box containing these notes will usually be formatted with a border and a 10% gray shading to make it stand out and be easily read.

II. Review

A. Review the Terminal and all Enabling Objectives. ("What we just learned.")

B. Application of the instruction (if required).

- Written examination.
- Laboratory or field exercise.
- Practical exercise.
- Workbook assignment.

III. Follow-on Assignment

A. If there is no assignment in this section, the word "NONE" will be written. If there is an assignment, it will be described in detail. (homework)

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APPENDIX Q TO SECTION C

STANDARDS OF CONDUCT

The Contractor shall notify the COR of all misconduct incidents by providing an incident report that delineates the incident. The report must include recommendations for disciplinary action. All incident reporting will be required within (24) twenty-four hours of the incident's occurrence.

The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, and integrity. The Contractor shall take any necessary disciplinary action for its employees. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. Contractors must, at all times, use politeness and courtesy when dealing with U.S. citizens, U.S. military personnel, coalition forces, TCNs, host country citizens, and all others with whom Contractors shall have communications.

The Government reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the standards of conduct. Upon written direction of the COR or CO, the Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government. This cost to the Contractor shall include, but not be limited to, repatriation of the terminated employee, all training and deployment costs of the replacement employee, and other General and Administrative (G&A) overhead costs for the replacement.

1. Appearance

The Government requires a favorable image and considers it to be a major asset of a protective force. The employee's attitude, courtesy, and job knowledge are influential in creating a favorable image. The Contractor shall ensure that contractor personnel at all times present a neat appearance, paying particular attention to their personal hygiene, bearing, clothing, and equipment.

2. Clothing and Personal Equipment

The Contractor's employees shall wear clean, neat, and complete civilian clothes or other dress as appropriate, when on duty. The Contractor shall bear the cost of purchasing, cleaning, pressing, and repairing clothing worn by contract personnel while performing their duties.

3. Neglect of Duties

Neglect of duties is considered unacceptable performance under this contract. This includes sleeping while on duty, unreasonable delays, or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the work site security.

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4. Disorderly Conduct

Use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting, is considered unacceptable performance under this contract. Participation in disruptive activities that interfere with normal and efficient protective detail operations is also considered unacceptable performance and shall be grounds for termination from this contract.

5. Drug Screening

The Contractor shall conduct standard medical drug screening both prior to training of contractor employees and randomly at least once every six months during employee performance under this contract. "Random drug screening" is defined as unannounced and immediate submission of an appropriate contractor employee sample (i.e., urine, blood, hair, etc.) without prior notification. Contractor employees testing positive shall have the right to submit to a second examination immediately upon notification that he/she has failed the first drug test. A positive drug test indicating use of drugs other than medication provided by a physician for the employee shall result in immediate termination of the employee; and the Contractor shall bear all costs for repatriation and replacement of the employee.

6. Intoxicants

The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs, or substances producing similar effects. This includes medication legally prescribed by a physician to the contractor employee when it may affect judgment and endanger the safety of others in the event of an emergency.

7. Consumption of Alcohol

Contractor employees shall not drink alcoholic beverages while on duty or at least six (6) hours before a period of duty.

8. Relief by an Intoxicated Person

If contractor personnel have reason to believe that his or her relief is intoxicated or under the influence of alcohol or intoxicants, that individual shall not allow the relief to proceed. The Detail Leader shall immediately consult with the RSO.

9. Narcotics

The Contractor shall not allow its employees to use narcotics or other controlled substances without a prescription from a licensed physician.

10. Use of Prescription Drugs

Any contractor/subcontractor personnel using prescription drugs shall report this condition to a supervisor before assuming duty or reporting to work. Any contractor/subcontractor personnel found to be using illegal drugs or prescription

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drugs without a prescription will result in immediate termination and may be subject to legal action/prosecution.

11. Contact with Third Country Nationals

There may be contact with nationals from countries identified by the Department of State as a critical counterintelligence threats. The contractor must report to the RSO any attempt by such nationals to establish recurring contact or a close personal association beyond professional or personal courtesies. Contractors must receive a counterintelligence briefing from the RSO and follow Department reporting guidelines available from RSO.

12. Activities Specifically Prohibited

The following activities are specifically prohibited for personnel while armed:

- a. Careless or irresponsible behavior;
- b. Careless or unnecessary display of a firearm in public;
- c. Dry-firing or practicing quick draws other than during training or qualification practice;
- d. Threatening a person, or making an unwarranted allusion to being armed, in any situation not directly related to an official purpose;
- e. Consumption of any alcoholic beverage while armed, or six hours prior to being armed, or at any time prior to being armed sufficient to impair a person's judgment or ability to perform his or her duties;
- f. Use of medications or drugs that may impair judgment or ability while on duty;
- g. Carrying or using any firearm, ammunition, or related equipment not specifically issued or approved by the Department of State; and
- h. Carrying or using a modified firearm not previously approved by the DS armorer.

13. Criminal Actions

Contractor employees may be subject to criminal charges as allowed by law in certain circumstances. These include but are not limited to the following:

Falsification or unlawful concealment

Removal, mutilation, or destruction of any official documents or records

Concealment of material facts by willful omission from official documents or records

Unauthorized use of Government property, theft, vandalism, or immoral conduct

Unethical or improper use of official authority or credentials

Security violations

Knowledge of, participation in, or profiting from any sexual activities which would be illegal within the United States or in the Host Country

Organizing or participating in illegal gambling in any form

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Misuse of lethal and non-lethal weapons

14. Acknowledgment

All contractor employees shall sign a certification prior to issuance of firearms in-country that their employment shall be dependent upon compliance with this policy, and violation shall be terms for immediate termination for cause. Violation of this requirement shall immediately be reported to the RSO and the employee shall be immediately terminated from employment. The Contractor shall bear all costs for repatriation and replacement of the employee.

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5	Battery Carrier Tool			
6	Digital Multimeter			
7	Heat Shrink, Assorted Sizes			
8	Quick Booster Kit			
9	Snap-on Engine ECU Analyzer			
10	Soldering Flux			
11	Soldering Gun			
	Injector System			
1	Electronic Fuel Injection Cleaner Kit			
2	Fuel Pressure Check Gauge			
3	GM Fuel Line Special Tool			
	In Shop			
1	Air Compressor Outlet, for Each Bay			
2	Big Industrial Water Cooler Shop Fan			
3	Electric Air Compressor, 23 CFM, w/200 gal tank			
4	Electrical Outlet for Each Bay			
5	Exhaust Vacuum and Vent System			
6	Inline Water/Oil Separator			
7	Inspection Pit			
8	Inspection Pit Light			
9	Lube Service Outfit, Oil/GAA			
10	Overhead Hoist, 10-ton			
11	Part Cleaner Solvent Tank			
12	Portable Cooler Fan Unit, with Water Tank			
13	Portable Drive-on Lift, 15-ton			
14	Press Assembly, 20-ton			
15	Work Bench, Heavy Duty			
	Lubrication			
1	Anti-freeze, Ford			
2	Anti-freeze, GM			
3	Anti-seize Grease			
4	Armored All			
5	Bearing Grease			
6	Brake Fluid, Domestic Vehicle			
7	Brake Fluid, Foreign Vehicle			
8	Distilled Water			
9	Engine Oil 15/40 W			
10	Fuel Injector Cleaner Solvent			
11	Gear Oil, 80/90 W			
12	Glass Cleaner, with no ammonia			
13	Lock-type Liquid			
14	Penetrating Oil, WD40			
15	Silicon, General Purpose (Black)			

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16	Silicon, General Purpose (Clear)			
17	Silicon, High Temperature (Red)			
18	Silicon, Petroleum Resistance (Blue)			
19	Simple Green Spray Type			
20	Solvent Cleaner			
21	Transmission Fluid, Ford			
22	Transmission Fluid, GM			
23	Windshield Pinch Weld Seal			
24	Windshield, Urethane			
25	Windshield Washer Fluid			
	Run/Flat Tire Repair			
1	Air Hose, 25-feet			
2	Air Hose, 100-feet			
3	Assorted Balance Weight Set			
4	Blow Gun			
5	High Temperature Grease (3-pound can)			
6	Tire Balance Machine			
7	Tire Inflator Tools			
8	Tire Lubrication/Soap			
9	Tire Pressure Check Gage			
10	Tire Spoons			
11	Tubeless Tire Changing Machine			
12	Tubeless Tire Emergency Repair Kit			
13	Valve Stem Tool			
	Safety Items			
1	Burn Kit, First Aid			
2	Dusk Mask, Disposable			
3	Dusk Mask, Filter			
4	Dusk Mask, with Filter (Heavy Duty)			
5	Eye Wash Station			
6	Fire Blanket			
7	Fire Extinguisher			
8	First Aid Kit			
9	Flammable Trash Can, with Lid			
10	Flammable Wall Locker/Cabinet			
11	Hearing Protection			
12	Safety Glass			
	Special Tool Sets			
1	Electrical Wiring Chart			
2	Ford Special Tool Kit			
3	GM Special Tool Kit			
4	HMMWV Organizational Special Kit			
5	Parts Catalog			

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6	Service Technical Manuals			
7	Toyota Special Tool Kit			
Suspension				
1	Spring Compressor, Heavy Duty			
2	Tie Rod, R&R Pinch Fork Tool			
Tool Room				
1	Air Chisel			
2	Air Sander			
3	Allen Key Set (Heavy Duty)			
4	Assorted Automotive Body Fastener Kit			
5	Assorted Bolts Kit			
6	Assorted Cotter Keys Kit			
7	Assorted Electrical Connection Kit			
8	Assorted File Set			
9	Assorted Hose Clamps Kit			
10	Assorted Nuts Kit			
11	Assorted O-ring Kit			
12	Assorted Pliers Set			
13	Assorted Punch Set			
14	Assorted Rivet Kit			
15	Assorted Screwdriver Set			
16	Assorted Tie-down Strap Set			
17	Assorted Tie-Tie Kit			
18	Assorted Vises Grip Set			
19	Assorted Washers Kit			
20	Bucket, Small, Plastic, 2-gallon			
21	Chamois Leather Carwash			
22	Clip Board			
23	Combination Wrench Set (Metric)			
24	Combination Wrench Set (SAE)			
25	Cork Gasket			
26	Creeper			
27	Drill Bits Set			
28	Drill, Heavy Duty, with Large Chuck			
29	Drill, 90-degree Angle			
30	Drive, Air Ratchet, 3/8-inch, with Socket Set			
31	Drive, Air Ratchet, 1/2-inch, with Socket Set			
32	Drive Drill, 3/8-inch, Heavy Duty (Rechargeable)			
33	Drive Socket Set, 1/4-inch (Metric)			
34	Drive Socket Set, 1/4-inch (SAE)			
35	Drive Socket Set, 1/2-inch (Metric)			
36	Drive Socket Set, 1/2-inch (SAE)			
37	Drive Socket Set, 1-inch (Metric)			
38	Drive Socket Set, 1-inch (SAE)			

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39	Drop Light			
40	Electric Welder			
41	Electrical Tape			
42	Flashlight, Portable			
43	Funnel, Large			
44	Funnel, Small			
45	Funnel, with Flexible Hose			
46	Gasket Material, Paper Thick			
47	Gasket Material, Paper Thin			
48	Gear Oil Suction Gun			
49	Grease Gun, Manual			
50	Grease Gun, Pneumatic			
51	Hacksaw			
52	Hacksaw Blade Set			
53	Hammer, 3-pound			
54	Hand Cleaner			
55	High Pressure Washer/Cleaner			
56	Inch-Pound Torque Wrench (Snap Type)			
57	Jack, Hydraulic, 10-ton			
58	Jack Stand, 7.5-tons			
59	Jerry Oil Can (Mechanical)			
60	Jumper Cable			
61	Line Wrench Set			
62	Master Mechanic Tool Kit			
63	Magnetic Pickup Tool			
64	Oil Absorbent			
65	Oil Drain Pan, 7-quart (Large)			
66	Oxygen and Acc Torch Set			
67	Plumber Tape			
68	Portable Grinder, Electric			
69	Puller Kit, Heavy Duty			
70	Pry Bar, 36-inch			
71	Rags			
72	Rivet Gun, Heavy Duty			
73	Rubber Surgical Type Gloves			
74	Seal Removal Kit			
75	Shop Towels			
76	Sled Hammer, 5-pound			
77	Sponges, for Car Wash			
78	Steel Shelving Cabinet, Adjustable			
79	Storage Bins, with Drawers			
80	Street Push Broom			
81	Syringe			
82	Tanker Bar (at least 48-inch long)			
83	Tap and Die, Metric			
84	Tap and Die, SAE			
85	Temperature/Heat Laser Gun			

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24	Spark Plug Wire			
25	Starter			
26	Steel Rim			
27	Tail Light Bulbs			
28	Tie Rod End			
29	Tire			
30	Transmission Filter			
31	U Joint, Front			
32	U Joint, Rear			
33	Windshield (AV)			
34	Wiper Blades			

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Item	Equipment	Model	Source	Qty
9	Burn Gel Dressing, 2x6-inch, Water Jel			
10	Burn Gel Dressing, 4x4-inch, Water Jel			
11	Burn Gel Dressing, 4x16-inch, Water Jel			
12	Burn Gel Ointment, 1/8-ounce Packages			
13	Blood Pressure Cuff with Glow-in-Dark Gauge			
14	Benzoine Tincture, Swabs			
15	Betadine Solution, 1-ounce			
16	Chest Tube with Heimlich Valve			
17	Cloth Tape, 2-inch			
18	Combine Dressing, 5x9" ABD Pads			
19	CO2 Detector			
20	Curved Kellys, 5.5-inch			
21	Gauze, 2x2-inch, 4-ply			
22	Hand Wash Towelettes			
23	Laryngoscopes Bulbs, Medium			
24	Light Stick, 12-hour			
25	Magill Forceps, 9 3/4-inch			
26	Nasopharyngeal Airway, 30FR, 32FR			
27	Nitrile Gloves			
28	Normal Saline Wound Irrigation, 75ml			
29	Penrose Drain (Tourniquet)			
30	Spray Adhesive			
31	Stethoscope			
32	Stiff Neck Adjustable C-collar			
33	Swift Wrap Elastic, 4" x 5 yards			
34	Tape, Adhesive, 3-inch			
35	Telfa Pads, 2x3-inch			
36	Tongue Depressors			
37	Trachea Tube Clamb.			
38	Trauma Dex Clotting Agent, 5-gram Packs			

	Vehicle/Trauma/Medical Kits (One per Vehicle)			
1	Asherman Chest Seal			
2	Berman Airway Large			
3	Burn Gel, 4x16-inch			
4	Cloth Tape, 2-inch			
5	Combine Dressing, 5x9-inch			
6	Emergency Fast Action Card			
7	EMT Trauma Shears 7 1/2-inch			
8	Hemostats			
9	Israeli Bandage, 4-inch			
10	Israeli Bandage, 6-inch			
11	IV Lactated Ringers INJ, 500cc			
12	IV Start Kits, Complete			
13	Krinkle Gauze, Kerlix 4.5-inch			

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Item	Equipment	Model	Source	Qty
14	Needle Decompression Kit			
15	Nitrile Gloves, Per Packed Pair			
16	One Handed Tourniquet			
17	Petrolatum Gauze, 3x9-inch			
18	SAMS Splint			
19	Sanidex Wipes			
20	Swift Wrap Elastic, 4" x 5 yards			
21	Swift Wrap Elastic, 6" x 5 yards			
22	Trauma Dex, 5 gms			
23	Trauma Dressing, 10x30-inch			
24	Triangular Bandage, 37-inch			
25	Vehicle Trauma Bag			

Contractor Furnished Equipment (CFE) for Housing - Man Camp

Item	Equipment	Part Number	Source	Qty
	Excavation Kit			
1	Ax, Half Hatchet, 2-pound			
2	Bolt Cutter, General Purpose, Center Cut, 42-inch			
3	Club Hammer, Short Handle, 3-pound			
4	Cold Chisel, Hand, 9½-inch			
5	Fire Ax, with Pick Head, 2/3-pound			
6	Flat Point Shovel, Fiberglass, Long Handle			
7	Hacksaw, Heavy Duty, 12-inch Blade, 5 Blades			
8	Hammer with Fiberglass Handle, 1½-pound			
9	Hard Hats, Polyethylene			
10	Hydraulic Jack, Hand, 12-ton			
11	Knee Pads, Rubber Cushion			
12	Pick Mattock, Wood Handle, 5-pound			
13	Pry Bar, Heavy Duty, 30/36-inch			
14	Pry Bar, Wrecking/Wedge end, 60-inch			
15	Round Point Shovel, Fiberglass, Long Handle			
16	Safety Gloves, Vinyl, Full Vent			
17	Sledge Hammer, Fiberglass Handle, 10-pound			
18	Work Gloves, Cowhide Palm			

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Contractor Furnished Equipment (CFE) - Office

	Administrative Office			
1	Air Conditioning Unit			
2	Coffee Maker			
3	Computer			
4	Copy and Printer Paper			
5	Copy Machine			
6	Desk and Chair Set			
7	Dry Eraser Board, Large			
8	Filing Cabinet, with Lock			
9	GSA Office Starter Supply Kit			
10	LAN Capability for On-line Technical Services			
11	Paper Shredder			
12	Printer			
13	Refrigerator			
14	Water Cooler Dispenser Unit			

Contractor Furnished Equipment (CFE) Vehicles and Equipment

Item	Equipment	Part Number	Source	Qty
	VEHICLE EXTRACTION EQUIPMENT (For Motorcade Protection Vehicles)			
1	Hurst EK Combo Electrically Operated Emergency Spreading and Cutting Tools	362R291	IDEX Corp.	
1a	Battery Charger			
1b	Internal and Auxiliary Batteries			
2	Hallagan Bars, 30-inch			
3	Sledge Hammer, 10-pound, 32-inch (Thunder Sledge Type)			
	4X2 GATOR UTILITY VEHICLE (For EDD Support)			
1	Gator Standard Series Specification: John Deere Gator, 4X2 Turf Gator with overhead cover			

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